

Dempo Charities Trust's

# Dhempe College of Arts & Science

RE-ACCREDITED WITH 'A' GRADE BY NAAC

ISO 9001 : 2015 Certified Reg. No: AC-01

ESTD.: 1962



## Minutes of IQAC meeting Internal Quality Assurance Cell

**Meeting No. : 01/2023-2024**  
**Date : 30th June 2023**  
**Venue : Swami Vivekananda Hall, Dhempe College**

A meeting of all the members of the IQAC was held on 30<sup>th</sup> June 2023 at 10.30 am in Swami Vivekananda Hall, Dhempe College. It was convened by IQAC Coordinator, Dr. Mukta Karamadi.

### The following members were present:

1. Dr. Mukta Karamadi *Mukta*
2. Dr. Swati Pawar *Swati*
3. Dr. Shilpa Samant *Shilpa*
4. Dr. Roshida Rodrigues *Rodrigues*
5. Dr. Purnima Ghadi *Ghadi*
6. Dr. Akshata Bhat *Bhat*
7. Dr. Bhanudas Naik *Bhanudas*
8. Mrs. Agnela Afonso *Afonso*
9. Mr. Gaurang Bane *Bane*

### Agenda for the meeting:

1. Teaching Learning Educational Technology
2. Institutional Development Plan
3. AQAR 2021-22
4. AOB

### The following points were discussed as per agenda:

1. It was decided that the Annual Progress Report of Teaching, Learning and Educational Technology (TLET) Cell drafted by Dr. Ramu Murthy will be discussed on Monday

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- i.e. 3rd July 2023. Dr. Roshida Rodrigues was asked to send the NEP Preparedness document to Dr. Murthy so as to facilitate incorporation of points.
- The Institutional Development Plan (2022-23) prepared by the College was uploaded on the institutional website and the compliance report was sent to the Directorate of Higher Education on the prescribed email ID.
  - Dr. Roshida Rodrigues apprised the members about the progress of AQAR 2021-22. It was decided that after due perusal of all data and documents uploaded by Criteria Convenors and members, a final check will be done by IQAC.
  - The following points were discussed under A.O.B.:**
    - A reminder to be sent to all Departments for submission of Term-end report, DHE report and report for Governor's office.
    - Scrutiny of reports sent by Departments to be undertaken by IQAC members for quality assurance as follows:

<b>IQAC Member</b>	<b>Departments</b>
Dr. Mukta Karamadi	Botany, Zoology
Dr. Swati Pawar	Economics, English
Dr. Shilpa Samant	History, Biotechnology
Dr. Roshida Rodrigues	Mathematics, Physics, M.Sc. (Analytical Chemistry)
Dr. Purnima Ghadi	Political Science, Philosophy, Computer Science
Dr. Akshata Bhat	Indian Languages and Chemistry
Dr. Durga Timble	Geology, Psychology

- C. Procedure to be followed to ensure systematization is as follows:

- Departments send Term-end report to IQAC email ID as per dates given in the guidelines.
- Respective IQAC members check reports and suggest changes.
- Departments send revised report renamed as Final\_Report title\_date.



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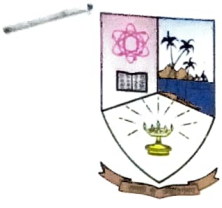


4. Respective IQAC member sends the final report to [website@dhempecollege.edu.in](mailto:website@dhempecollege.edu.in)
  5. Two IQAC members collate data to be sent to relevant bodies.
  6. The collated data is made available to Convenors/Heads for record and analysis.
- D. Dr. Mukta Karamadi informed members to collect hard copies of the following along with term-end reports:
- Letters of BoS Members
  - Certificate of participation in GIPARD activities
- E. Dr. Roshida Rodrigues proposed that annual feedback must be taken from administrative staff. Dr. Swati Pawar and Dr. Mukta Karamadi suggested that emphasis should be given to training programmes deemed necessary by the admin staff. Mrs. Agnela Afonso put forth that training in computer skills may be repeated.
- F. The following measures were adopted for quality improvement within campus:
- Wall-mounted dispensers to be installed in all washrooms.
  - Students to be appointed as Cleanliness and Hygiene ambassadors. These ambassadors are required to raise awareness and sensitization among peers for maintenance of hygiene on campus.
  - Orientation on personal and civic hygiene to be provided to girl students through Women's Cell.
  - Monitoring of discipline on campus to be undertaken by the Discipline Committee.
- G. It was reiterated that project guides must pursue publication of BA/B.Sc. final year projects either in the college journal or journals listed in UGC Care.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borker  
Principal



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## Minutes of IQAC meeting Internal Quality Assurance Cell




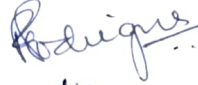
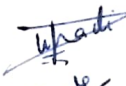


Meeting No. : 02/2023-2024

Date : 28th July 2023





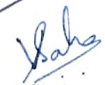


Venue : Psychology Laboratory, Dhempe College

A meeting of all the members of the IQAC with the Criteria Convenors of NAAC was held on 28<sup>th</sup> June 2023 at 10.00 am in Psychology Laboratory, Dhempe College. It was convened by IQAC Coordinator, Dr. Mukta Karamadi.

### The following members were present:

1. Dr. Mukta Karamadi 
2. Dr. Swati Pawar 
3. Dr. Shilpa Samant 
4. Dr. Roshida Rodrigues 
5. Dr. Purnima Ghadi 
6. Dr. Akshata Bhat 
7. Dr. Bhanudas Naik 

### The following Convenors/Members were present:

1. Ms. Deepa Audi (Convenor, Criteria I) 
2. Dr. Akshata Bhat (Member, Criteria II) 
3. Dr. Purnima Ghadi (Convenor, Criteria III) 
4. Ms. Clarinda Dias (Convenor, Criteria V) 
5. Ms. Varsha Virginkar (Convenor, Criteria VI) 
6. Mr. Edwin Cortez (Convenor, Criteria VII) 
7. Dr. Karuna Singh (Member, Criteria VII) 

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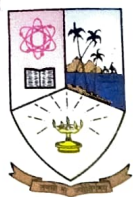
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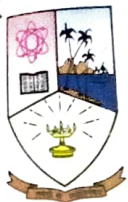


**Agenda for the meeting:**

1. Update regarding AQAR 2021-22.
2. Preparation for AQAR 2022-23.
3. Perusal through benchmarking set by NAAC.
4. Update on collation of semester-wise data for 2022-23 (half-yearly reports).
5. Discussion of Academic Event Planner for 2023-24.
6. Documentation requirements of each Criteria: process of procurement, centralization and easy access.
7. A.O.B.

**The following points were discussed as per agenda:**

1. Dr. Roshida Rodrigues, Incharge of Annual Quality Assurance Report 2021-22, informed the members that the AQAR for the year has been uploaded on the NAAC portal and is ready to be submitted. She appreciated the efforts of Criteria Convenors and their team members in completing the work in a timely manner.
2. Dr. Mukta Karamadi informed that the work for AQAR 2022-23 has begun through collation of half-yearly reports. She invited suggestions for any addition to be made to report-headers based on updated benchmarking and SOPs.
3. It was decided that before 10th August 2023, a query should be asked to NAAC regarding the timeline to be followed for AQAR 2022-23 (which date/month to be considered as the starting point). Data dissemination as per requirements of Criteria will be composed by Dr. Akshata Bhat (for Faculty of Arts) and Dr. Durga Kamat (for Faculty of Science). Dr. Karamadi clarified that geo-tagged photographs to be added within reports; certificates to be enclosed in a separate folder for easy access of Criteria Convenors.
4. Dr. Roshida Rodrigues informed that one high-resolution, event-appropriate, geo-tagged photograph to be included in reports keeping in view the constraint of 6 MB file size prescribed by the portal. Dr. Mukta Karamadi added that detailed reports of every event should be submitted through the Google Form. This should include brochures, attendance etc.
5. Ms. Clarinda Dias informed that reports should highlight alumni participation, if any, keeping in mind the requirement of Criteria V.
6. Dr. Mukta Karamadi conveyed that reports should be promptly sent to the website for updation.
7. Dr. Akshata Bhat suggested that a common template of formal agreement with agencies where students enroll for internship can be created to formalize the process.
8. Ms. Clarinda Dias suggested the inclusion of students' progression/ placement details in the half-yearly reports. Dr. Mukta Karamadi suggested that, instead, a separate



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Google Form may be created for an annual update of these details. The same can be used for the purpose of AQAR as well as NIRF.

9. All Criteria Convenors were informed to check centralized data and convey if anything was missing to the IQAC.
10. Dr. Purnima Ghadi suggested that all research activities conducted by Departments/Committees should come under the aegis of Research and Development Cell created under DHE. She informed them about the roadmap sent by DHE and activities to be conducted in compliance with the same. The Cell has decided to earmark months in which each activity will be conducted.
11. A detailed discussion on benchmarking was initiated by the IQAC. Benchmarking and SOPs to be perused together. Main points discussed under each criteria:
  - Criteria I: One SWAYAM course/ MOOCs and one skill development course (minimum) to be offered to students. Skill Development Courses offered by College can be conducted in hybrid mode. Feedback responses to be increased. Analysis to be scrutinized for improvement measures.
  - Criteria II: All sanctioned posts filled to be shown. Consider only one (highest) qualification of the teacher (2.4.2). Pass percentage of students to be improved.
  - Criteria III: Use proper nomenclature for RM, IPR and Entrepreneurship workshop. 3.3.1 UGC CARE List, Scopus and Web of Science. Extension - wide variety of issues to be addressed. Formalize collaborations.
  - Criteria VI: Each Department to keep one computer system for TY project research.
  - Criteria V: Increase scholarships/freeships through CSR/Dnyandaan. Every department should conduct career guidance/competitive exam sessions. Nomenclature of GU-ART training as 'Training for Competitive Examinations'.
  - Criteria VI: Participative management activities to be decided. Case studies to be updated/changed/revised.
  - Criteria VII: Recommendation for energy audit. Waste management to be upgraded (Biotechnology and Botany Department administrative staff). Climate Clock to be monitored. Tree plantation to be undertaken in a timely manner. Ask students to calculate carbon footprint and show impact.

**The following points were discussed under A.O.B.:**

- A. Dr. Shilpa Samant suggested that LED screens be activated and students' achievements to be highlighted. Mr. Dinanath Parab has been asked to look into the issue.
- B. Each Criteria Convenor should have a meeting with team members and then table all requirements and suggestions with HoDs.



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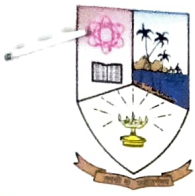


- C. Ms. Clarinda Dias and Dr. Shilpa Samant put forth that the college has been scoring low on visibility and perception. This needs to be addressed through continual website upgradation and social media presence.

The meeting ended with thanks to the Chair.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borker  
Principal



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## Minutes of IQAC meeting Internal Quality Assurance Cell

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**Meeting No. : 03/2023-2024**  
**Date : 16<sup>th</sup> December 2023**  
**Venue : A.V. Room, Dhempe College**

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A General Body Meeting of IQAC was held on 16<sup>th</sup> December 2023 at 11.00 am in the A.V. Room, Dhempe College. The meeting was chaired by the principal, Prof. Vrinda Borker.

### **Agenda for the meeting:**

1. To read and confirm the minutes of the previous general body meeting held on 28-01-2023.
2. To brief the accomplishments of the college during the last academic year.
3. To brief the activities planned for the current academic year 2023-2024.
4. AOB

### **The following members attended the meeting**

1. Prof. Vrinda Borker
2. Dr. Mukta Karamadi
3. Dr. Shilpa Samant
4. Dr. Swati Pawar
5. Dr. Roshida Rodrigues
6. Dr. Purnima Ghadi
7. Dr. Durga Timble
8. Ms. Agnela Afonso
9. Ms. Rachana Pai
10. Mr. Gaurang Bane
11. Dr. Ratan Mhalsikar
12. Mr. Auroliano De Oliveira
13. Ms. Miccaya Fernandes
14. Ms. Arya Shetye

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The following points were discussed during the meeting

1. The IQAC coordinator read the minutes of the last meeting, the same was approved by the members.
2. The coordinator presented a detailed report of activities organized by IQAC and various departments during the last academic year, and also briefed the members about the activities planned for the current academic year.
3. The Principal informed that NEP 2020 has been implemented at First Year level.
4. The Principal stated that a P.G. Diploma in Fire, Health and Safety course was ready with syllabus, and approval from Goa University was sought, but later due to unavailability of resource persons from the Fire Services, the Department withdrew their contribution in conducting the course. Hence the course did not commence.
5. The Principal briefed about the collaboration activities with BITS, Pilani-Goa. A joint research project by Chemistry Department of the College and BITS, Pilani-Goa is funded by Vasantao Dempo Education & Research Foundation. BITS organized an Open Day for the students of our Institution and provided an exposure to 200 students to get acquainted with facilities and instrumentation in their institution.
6. The Principal requested the student representatives in IQAC to encourage their fellow students to participate in various courses that departments offer to upgrade their skills.
7. Dr. Shilpa Samant said student representatives should be incorporated in different committees so that they take initiative to mobilize students to participate in various courses and other activities in the college.
8. The Principal informed that Conclave 4.0 will be held in offline mode in the month of February, 2024.
9. Dr. Ratan Mhalsekar said that a Summer Internship for students can be planned at Sanofy. He suggested to strengthen the mentorship programme and to encourage peer mentoring too.

The meeting ended with thanks to the chair.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borker  
Principal

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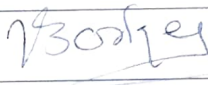

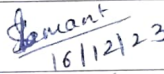
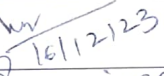
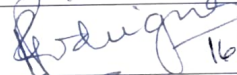
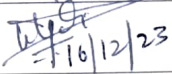
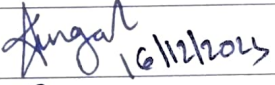


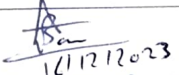
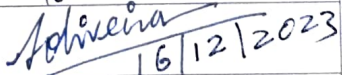
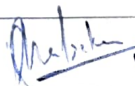

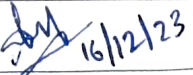
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**Attendance of General Body Meeting of Internal Quality Assurance Cell (IQAC)**

Date & Time of the Meeting: 16<sup>th</sup> December 2023, 11.00 a.m.

Sr. No.	Name	Details of the member	Signature
1.	Prof. Vrinda Borker	Chairperson	
2.	Mr. Rajesh Bhatikar	Management Representative	—
3.	Dr. Mukta Karamadi	IQAC Coordinator	
4.	Dr. Shilpa Samant	Faculty Member	 16/12/23
5.	Dr. Swati Pawar	Faculty Member	 16/12/23
6.	Dr. Roshida Rodrigues	Faculty Member	 16/12/2023
7.	Dr. Pumima Ghadi	Faculty Member	 16/12/23
8.	Dr. Akshata Bhat	Faculty Member	—
9.	Dr. Durga Timble	Faculty Member	 16/12/2023
10.	Mrs. Rachana Pai	Accountant	
11.	Ms. Agnela Afonso	Head Clerk	
12.	Mr. Gaurang Bane	System Administrator	 16/12/2023
13.	Mr. Aureliano De Oliveira	Member (N.G.O.)	 16/12/2023
14.	Mr. Gaurav Ghatwal	Member (Industry)	—
15.	Mr. Arun Naik	Member (Alumni)	—
16.	Dr. Ratan Mhalsekar	Member (Industry)	 16/12/23
17.	Mr. Manoj Sawaikar	Member (Education)	—
18.	Ms. Miccaya Fernandes	Student Representative	
19.	Ms. Arya Shetye	Student Representative	 16/12/23



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## Minutes of IQAC meeting Internal Quality Assurance Cell

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**Meeting No. : 04/ 2023-2024**  
**Date : 21<sup>st</sup> December 2023**  
**Venue : A.V. Room, Dhempe College**





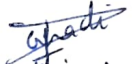

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The IAQC meeting of internal members was held on 21<sup>st</sup> December 2023 at 3.00 p.m. in Swami Vivekananda Hall, Dhempe College.

Agenda for the meeting:

1. Preparation for Conclave – Students' seminar series.
2. AOB

The following members attended the meeting

1. Dr. Mukta Karamadi 
2. Dr. Swati Pawar 
3. Dr. Shilpa Samant 
4. Dr. Roshida Rodrigues 
5. Dr. Purnima Ghadi 
6. Dr. Durga Timble 

The following points were discussed during the meeting:

1. The time frame for 'Conclave 4.0' was planned, and it was decided to organize four sessions, from 4<sup>th</sup> to 24<sup>th</sup> February 2024 on every Saturday.
2. It was decided that each IQAC member will be in-charge of one session.
3. Each session will be chaired by one faculty from the relevant academic field based on the topics of presentation in a particular session.
4. Each session will include 4 presentations of 15 minutes each.

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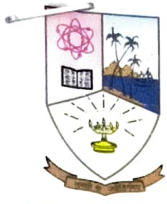


5. The teacher in-charge of a session will coordinate with the mentors of the student presenters and the system administrator for smooth conduct of the session.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borke  
Principal



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**Minutes of IQAC meeting**  
**Internal Quality Assurance Cell**

**Meeting No. : 05/2023-2024**

**Date : 8<sup>th</sup> April 2024**

**Venue : AV Room, Dhempe College**

A meeting of the faculty members of IQAC committee was held on 8<sup>th</sup> April 2024 at 11.30 am in the AV Room, Dhempe College. The meeting was convened by the IQAC Coordinator, Dr. Mukta Karamadi.

**The following members were present:**

1. Dr. Mukta Karamadi *Mukta*
2. Dr. Swati Pawar *Swati*
3. Dr. Shilpa Samant *Samant*
4. Dr. Roshida Rodrigues *Rodrigues*
5. Dr. Durga Timble *Timble*

The following points were discussed.

1. Schedule/Time table of the various training workshops to be organized by the Internal Quality Assurance Cell, for the faculty members in April/May 2023.
2. It was decided to have the general body meeting on 24<sup>th</sup> April 2024.
3. It was decided that all the departments can be instructed to plan their activities for the next academic year in line with the best practices of the college and to reduce the number of extra activities for the students during the instructional days. Dr. Mukta said that a brain storming session is required to improve poor attendance and performance of the students.
4. Dr. Mukta informed that the quarterly report to Governor's office has already been sent to Goa university. She also said that the HoDs should be instructed to check all reports (monthly/term end/ Governor's report) before sending to IQAC. Also the report should be concise, including the objective and outcome of the activity and only one photograph.

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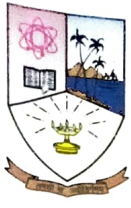


5. Dr. Shipa Samant and Dr. Purnima Ghadi will scrutinize the CAS files.
6. Dr. Mukta requested the IQAC members to check and send the edited Term End Reports of Odd Semester of the current academic year of the respective assigned departments, to the website email and IQAC email. She also requested the members to name the file as - Department name, odd semester term end report 2023-2024.
7. Dr. Roshida reminded that separate header should be added in the term end reports for including activities under NEP, such as framing of syllabus, Bos meetings etc.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borker  
Principal



Dempo Charities Trust's  
**Dhempe College of Arts & Science**

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**Minutes of IQAC meeting**  
**Internal Quality Assurance Cell**

**Meeting No. : 06 /2023-2024**

**Date : 24<sup>th</sup> April 2024**

**Venue : Swami Vivekananda Hall, Dhempe College of Arts & Science**

A General Body Meeting of the IQAC was held on 24<sup>th</sup> April 2024 at 12.30 pm in the S.V Hall, Dhempe College. The meeting was chaired by the principal, Prof. Vrinda Borker.

**Agenda for the meeting:**

1. To read and confirm the minutes of the previous general body meeting held on 16-12-2023.
2. To brief the accomplishments of the college during the current academic year.
3. To discuss the undergraduate programs (under NEP) planned for the next academic year 2024-25
4. AOB

**The following members were present:**

1. Prof. Vrinda Borker
2. Dr. Mukta Karamadi
3. Dr. Swati Pawar
4. Dr. Shilpa Samant
5. Dr. Roshida Rodrigues
6. Dr. Purnima Ghadi
7. Dr. DurgaTimble
8. Mr. Arun Naik
9. Mr. Auroliano De Oliveira
10. Ms. Agnela Afonso
11. Ms. Rachana Pai
12. Ms. Arya Shetye

The following points were discussed during the meeting:

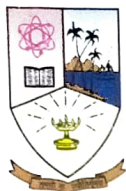
1. Minutes of the previous IQAC meeting were read by the IQAC Coordinator, Dr. Mukta Karamadi and the same was approved by the members.

MIRAMAR, PANJIM, GOA - 403 001.

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[principal@dhempecollege.edu.in](mailto:principal@dhempecollege.edu.in)



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2. The Principal gave a detailed description of NEP implementation at the undergraduate level and the programs offered by the Institution.

3. The Principal, Prof. Vrinda Borker, gave a presentation highlighting the following points:

- Glorious achievements of the college.
- Results of the academic year 2022-2023.
- Faculty strength
- Research projects undertaken by teachers (total amount: Rs. 45,23,200/-).
- Fund mobilization by faculty and students (total amount: Rs. 2,05,31,312/-).
- Research output of faculty members and students.
- Teachers on academic bodies of Goa University.
- Skilling the staff.
- Skill development courses for students.
- Dhempe College students in Japan.
- Chrysalis- induction program.
- International symposium with the Royal Society of chemistry
- National Conferences/webinars/ Symposiums (total 9).
- Student seminar series organized by IQAC (Conclave 4.0; 18 topics; 27 students).
- Outreach and inclusion.
- Equal opportunity cell.
- Star college scheme from DBT, New Delhi.
- Plan of 2024-2025 under DBT Star college scheme.
- Recruitment of permanent faculty members and administrative staff.

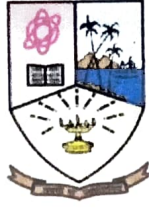
4. The Principal also informed about the upcoming International Conference which will be organized by the college in collaboration with BITS Pilani, Goa.

The meeting ended with thanks to the Chair.

Dr. Mukta Karamadi  
IQAC Coordinator

Prof. Vrinda Borker  
Principal





DCT's Dhempe College of Arts and Science  
Miramar, Panaji-Goa

**Attendance of General Body Meeting of Internal Quality Assurance Cell (IQAC)**

Date & Time of the Meeting: 24<sup>th</sup> April 2024, 12.00 noon.

Sr. No.	Name	Details of the member	Signature
1.	Prof. Vrinda Borker	Chairperson	
2.	Dr. Mukta Karamadi	IQAC Coordinator	
3.	Dr. Swati Pawar	Faculty Member	 24/4/24
4.	Dr. Shilpa Samant	Faculty Member	 24/4/24
5.	Dr. Roshida Rodrigues	Faculty Member	 24/4/2024
6.	Dr. Pumima Ghadi	Faculty Member	 24/4/24
7.	Dr. Durga Timble	Faculty Member	
8.	Mrs. Rachana Pai	Accountant	
9.	Ms. Agnela Afonso	Head Clerk	 24/4/24
10.	Mr. Aureliano De Oliveira	Member (N.G.O.)	
11.	Mr. Arun Naik	Member (Alumni)	
12.	Ms. Arya Shetye	Student Representative	