



Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 01/2024-2025

Date : 26th August 2024


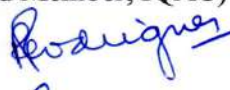


Venue : Principal's Cabin, Dhempe College

A meeting of the Internal Quality Assurance Cell was held on 26th August 2024, 2:30 pm onwards in the Principal's Cabin of the institution. The meeting was convened by the Coordinator of IQAC, Dr. Mukta Karamadi and was chaired by the Principal, Prof. (Dr.) P.S. Ramu Murthy.

Agenda of the meeting:

- 1) To assess institutional performance for two years (2022-23 and 2023-24) based on QnM benchmarks.
- 2) To design steps for quality improvement in various aspects.
- 3) AOB.

Attendees:

- 1) Shri. Rajesh Bhatkar (Administrator) 
- 2) Dr. Swati Pawar (Vice Principal and Member, IQAC)
- 3) Dr. Roshida Rodrigues (Member) 
- 4) Dr. Purnima Ghadi (Member) 
- 5) Dr. Akshata Bhatt (Member) 

Key Discussion Points:

1. 30-hour courses to be certified by Goa University
2. Target: higher number of courses, 80% student enrolment
3. Collaboration for incubation with Science Centre
4. Identify key performers in research
5. One functional MoU per department



6. Have MoUs with at least two (preferably autonomous) Arts and Science colleges performing well nationally
7. Improve visibility of each department
8. Increase beneficiaries in extension and outreach
9. Template to record innovative pedagogy
10. Explore the efficacy of diagnostic manuals in identifying students in need of remediation and offer bridge courses
11. Check separate mechanism for grievance of employees
12. Online FDPs for non-teaching staff
13. Involve Students' Council in green initiatives and best practices

Action Items:

1. IQAC to review existing SDCs and identify those to be sent for certification (check syllabus, resource persons, and feedback)
2. IQAC to sit with each department and identify organizations for potential internship
3. Design templates for collaborations with organizations
4. Design template to record innovative pedagogies
5. Undertake thorough review of feedbacks (especially curriculum) and submit to the University to complete the loop
6. Design templates for internships with LOs for students of TY under NEP.

Next Steps:

- 1) IQAC to follow up on action items and report progress
- 2) Departments to work on identified areas for quality improvement

The meeting ended with thanks to the members.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. (Dr.) P. S. Ramu Murthy
Principal



Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 02/2024-2025

Date : 25th October 2024

Venue : Audio-visual Room, Dhempe College

The General Body Meeting of the Internal Quality Assurance Cell of DCT's Dhempe College of Arts and Science was held on 25th October 2024 in the Audio-visual room of the institution. The meeting was convened by the Coordinator of IQAC, Dr. Mukta Karamadi and was chaired by the Principal, Prof. (Dr.) P.S. Ramu Murthy.

Agenda of the meeting:

1. To read and confirm the Minutes of the previous General Body Meeting (academic year 2023-24).
2. To introduce and welcome the newly-inducted external experts/members.
3. Review of the draft of new Vision and Mission statements of the college, due for revision.
4. Overall analysis of the NAAC Peer Team report of the 4th cycle of accreditation.
5. AOB.

The following members were present for the meeting:

1. Shri. Rajesh Bhatikar - Administrator and Management Representative.
2. Shri. Kishore Shah - External Expert
3. Dr. Swati Pawar - Member and Vice-Principal
4. Dr. Purnima Ghadi - Member
5. Dr. Akshata Bhatt - Member
6. Dr. Durga Timble - Member
7. Mrs. Surekha Katkar - Librarian
8. Mrs. Angela Afonso - Head Clerk
9. Mr. Gaurang Bane - Member
10. Mrs. Annie Rajan - Invited Faculty



Proceedings

- Coordinator of the Cell read the Minutes of the previous General Body Meeting (academic year 2023-24).
- Principal introduced the newly-inducted external experts and welcomed the members.
- The following documents were presented before the Body for review and discussion:
 - 1) Rough draft of the new Vision and Mission statements of the college, due for revision.
 - 2) Overall analysis of the NAAC Peer Team report of the 4th cycle of accreditation.
 - 3) Institutional performance and score in the ranking parameters of NIRF from AY 2019-2020 to AY 2023-24.
 - 4) Status of MoUs and proposed future collaborations.
 - 5) Research publications and sanctioned projects from AY 2022-23 to date.
 - 6) Green Audit report.
 - 7) Draft on Institutional Policies designed to address gaps in policy-matters pertaining significant aspects of the College.
- The External Expert, Shri. Kishore Shah, made the following suggestions:
 - 1) Provide operational definitions of key terms in the Vision statement for better clarity.
 - 2) (Re)design Mission statement(s) to feature clearly-defined goals.
 - 3) Explore the scope of commencing a course in Corporate Communication after diligent demand analysis and interface with industries.
 - 4) Explore the 'Professors in Practice' model while implementing internships.
 - 5) Draw a correlation between Mission statement and student-internships.
 - 6) Facilitate formative assessment of interns by industries by following the Miller's model: Knows - Knows How - Shows - Does.
 - 7) Explore the online platform START-UP GRIND for innovation and incubation opportunities.
 - 8) Learn about the Data Protection Act 2023 and design an institutional policy regarding information access and usage in accordance.
 - 9) Induct alumni, members from PTA and industry experts in the committees formed for the next cycle of accreditation of the College.
 - 10) Shift faculty from non-value-added work to value-added work with the help of additional resources and AI tools.
 - 11) Initiate options for obtaining student feedback in regional language.
 - 12) Enlist and document indigenous institutional best practices (particularly, orientation to students before procurement of feedback and implementation of Minimum Learning Level test to identify diverse learners and initiate remediation).





- 13) Explore the possibility of collaborating with/utilizing the facilities at GURU (Goa University Research Park Unit) with state-of-the-art bio-incubator, equipment and infrastructure.
 - 14) Utilize resources available at the Department of Planning and Statistics for research.
 - 15) Send study-teams of students to *Amazing Goa*.
 - 16) Develop a robust mechanism to identify prominent alumni and facilitate meaningful engagement.
- The External Expert, Dr. Roshan Naik suggested that undergraduate students should be guided to submit project proposals to bodies such as Goa State Innovation Council or Department of Science and Technology.
 - The Administrator, Shri. Rajesh Bhatkar, made the following suggestions:
 - 1) Redraft Vision and Mission statements to provide clarity.
 - 2) Include slides on Feedback Mechanism and Outcome-attainment metrics in the next presentation.
 - 3) Administer 'Student Satisfaction Survey' in the middle of the accreditation cycle.
 - 4) Study how TLR, RPC, GO, OI and Perception is calculated under NIRF for an enhanced understanding of institutional performance and scope for improvement.

Points for Action

- Redrafting Vision and Mission statement (through faculty participation).
- Inducting alumni, members from PTA and industry experts in Binary Accreditation committee list.
- Deputing faculty and students (under the aegis of IIC) to explore START-UP GRIND and GURU.
- Raising awareness regarding Data Protection Act 2023 among faculty members and administrative staff.
- Designing formative assessment templates for internship programs.
- Designing a course in Corporate Communication tailor-made for industries.
- Identifying nodal alumni (department-wise).

The meeting ended with thanks to the members.


Dr. Mukta Karamadi
IQAC Coordinator


Prof. (Dr.) P. S. Ramu Murthy
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: 25th October 2024, 11: 00 a.m.

| Sr.no. | Name | Details of the member | Signature |
|--------|-------------------------|---------------------------|-----------|
| 1 | Prof. (Dr.) Ramu Murthy | Chairperson/Principal | |
| 2 | Mr. Rajesh Bhatkar | Management Representative | |
| 3 | Dr. Mukta Karamadi | IQAC Coordinator | |
| 4 | Dr. Manoj Kamat | External Expert | — |
| 5 | Mr. Kishore Shah | External Expert | |
| 6 | Dr. Swati Pawar | Member/Vice Principal | |
| 7 | Dr. Purnima Ghadi | Member | |
| 8 | Dr. Akshata Bhatt | Member | |
| 9 | Dr. Durga Timble | Member | |
| 10 | Mrs. Agnela Afonso | Head Clerk | |
| 11 | Mrs. Rachana Pai | Accountant | |
| 12 | Mrs. Surekha Katkar | Librarian | |
| 13 | Mr. Gaurang Bane | Member | |

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Dr. ANNIE RAJAN

TLET

Annie Rajan



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Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 03/2024-2025

Date : 6th November 2024

Venue : AV Room, Dhempe College

A meeting of the Internal Quality Assurance Cell was held on 6th November 2024, 2:30 pm onwards in the A. V. Room of the institution. The meeting was convened by the Coordinator of IQAC, Dr. Mukta Karamadi.

Agenda of the meeting:

- 1) Preparation for Conclave – Students' seminar series.
- 2) To review and finalize the draft of Institutional Policies.
- 3) To discuss the submission of AQAR 2023-24.
- 4) AOB.

Attendees:

1) Dr. Swati Pawar

2) Dr. Roshida Rodrigues

3) Dr. Purnima Ghadi

4) Dr. Akshata Bhatt

5) Dr. Durga Timble

Key Discussion Points:

1. It was decided to organize students' seminar series - 'Conclave 5.0' on the theme 'Indian Knowledge Systems' in January 2025.



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2. It was decided that IQAC members, Dr. Roshida Rodrigues, Dr. Durga Timble and Dr. Akshata Bhatt will be in-charge of session 1, 2 and 3 respectively, and will coordinate with the mentors of the student presenters and system administrator for smooth conduct of the sessions.

3. The draft of Institutional Policies was reviewed and forwarded to the principal with a few suggestions/modifications.

4. The time schedule for uploading the documents of AQAR 2023-24 for each NAAC Criteria, was prepared and shared with the criteria convenors.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. (Dr.) P. S. Ramu Murthy
Principal



Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 04/2024-2025

Date : 11th March 2025

Venue : Audio-visual Room, Dhempe College

The General Body Meeting of the Internal Quality Assurance Cell of DCT's Dhempe College of Arts and Science, Miramar Goa was held on 11th March 2025 in the Audio-visual room of the institution.

Agenda of the meeting:

1. To discuss the proposal for Autonomous Status for the College
2. AOB

The following members were present:

1. Prof. (Dr.) Ramu Murthy - Chairperson and Principal
2. Shri. Rajesh Bhatikar - Administrator and Management Representative
3. Dr. Mukta Karamadi - Coordinator
4. Shri. Roshan Naik - External Expert.
5. Dr. Swati Pawar - Member and Vice-Principal
6. Dr. Shilpa Samant - Member
7. Dr. Purnima Ghadi - Member
8. Dr. Roshida Rodrigues - Member
9. Dr. Akshata Bhatt - Member
10. Dr. Durga Timble - Member
11. Mrs. Surekha Katkar - Librarian
12. Mrs. Angela Afonso - Head Clerk
13. Mrs. Rachana Pai - Accountant
14. Mr. Gaurang Bane - Member

Proceedings:

- Coordinator of the Cell read the Minutes of the previous General Body Meeting (viz. 25th October 2024). Dr. Roshan Naik pointed out that his feedback pertaining to project proposals by students hadn't been included. He reiterated that undergraduate students should be guided to submit project proposals to bodies such as Goa State Innovation Council or Department of Science and Technology. His suggestions were promptly incorporated in the Minutes.



- The Principal informed the members about the Management's decision to pursue autonomous status for the College, outlining key implications and benefits of this strategic move.
- The Administrator, Shri. Rajesh Bhatikar, delineated a five-point rationale behind the move viz.:
 1. Enhanced Academic Autonomy: The institution will have greater freedom in designing cutting-edge curricula that are tailored to meet the needs of the students and demands of the industry.
 2. Increased Flexibility in Governance: The institution will be able to establish its systematic governance structures and decision-making processes enabling improved responsiveness and proficiency in academic aspects.
 3. Adoption of Innovative Pedagogical Methods: The institution will be able to implement innovative pedagogical tools for curriculum transaction to enhance learner-experience.
 4. Unlocking Differentiation in Programmes offered: The institution will be able to differentiate itself through industry-relevant programs that address emerging trends and skill gaps, while also ensuring cost-effectiveness and affordability.
 5. Quality Assurance Mechanisms: The institution will be able to establish robust quality assurance mechanism ensuring that its programmes, research and services meet high standards of excellence and accountability.
- The Principal added that as part of the NEP 2020 curriculum, students are required to undertake mandatory internships after the fourth semester. In order to facilitate this, the college has already forged strategic partnerships, in the form of MoUs, with key industrial, research, educational, vocational and social organizations. Internship facilitation has been thoughtfully designed by the Departments keeping in mind the distinct needs of learners in specific fields. He also reiterated that Autonomy will enable the institution to co-create programmes, conduct joint research and provide students with unique opportunities for experiential learning and career development.
- Shri. Roshan Naik inquired about the institution's infrastructural expansion plans in pursuance of Autonomy.
- Shri. Rajesh Bhatikar responded that the Management has planned to expand infrastructure in an incremental manner. The new academic block will feature classrooms and research facilities. He emphasized that the Administration division must ensure efficiency in documenting and maintaining records about the meetings and



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proceedings of the Boards of Studies, Academic Councils and bodies of governance. The Examination Cell needs to be diligent in exercising confidentiality and efficiency in assessment-procedures.

- Dr. Shilpa Samant inquired whether the vacant full-time positions in Departments would be filled. It was discussed that clarity on the same would be received only upon ascertaining the workload after the fourth year (one cycle) of NEP 2020.
- The revised Vision and Mission statements of the College, aligned with the rationale for academic autonomy were presented to the members by the Principal. Shri. Roshan Naik suggested that the institution should select specific Sustainable Development Goals (SDGs) and synchronize activities towards the attainment of these goals. The Vision and Mission statements should reflect this endeavour. The members agreed that the SDGs should be clearly stated in the reports.
- The IQAC passed a resolution recommending the submission of the proposal for the Autonomous status of the College.

Points for Action

- Filling-up of application for the Autonomous status according to the format and guidelines prescribed by the UGC.
- Enabling departments to design cutting-edge courses and to identify members for the constitution of Boards of Studies.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. (Dr.) Ramu Murthy
Principal



DCT's
Dhempe College of Arts & Science,
Miramar, Panaji.

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

Date & Time of the meeting : 11th March 2025, 11.00 am

Venue: Audio Visual Room.

| Sr. No. | Name | Signature |
|---------|-----------------------|---------------|
| 1. | Rajesh Bhatkar | |
| 2. | Dr. R. Murthy | 11/03/25 |
| 3. | Dr. Swati Pawar | 11/3/25 |
| 4. | Dr. Mukta Karamadi | |
| 5. | Dr. Purnima Ghadi | |
| 6. | Ms. Agneta Afonso | |
| 7. | Mrs. Rehana V. Nai | |
| 8. | Mrs. Sneha Karkar | |
| 9. | Dr. Shulpa. Samant | 11/3/25 |
| 10. | Dr. Atabata Bhatt | 11/03/25 |
| 11. | Gaurang Bane | 11/5/2025 |
| 12. | Dr. Roshida Rodrigues | 11/3/2025 |
| 13. | Dr. Durga Timble | 11/3/25 |
| | | |



Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 05/2024-2025

Date : 11th April 2025

Venue : Audio-visual Room, Dhempe College

A meeting of the members of Internal Quality Assurance Cell, the Heads of Departments and Convenors of NAAC Criteria was convened on 11th April 2025 in the Audio-visual room of the institution. The meeting was convened by the Coordinator of IQAC, Dr. Mukta Karamadi and was chaired by the Principal, Prof. (Dr.) P.S. Ramu Murthy.

Agenda of the meeting:

- To discuss the binary metrics of NAAC
- To discuss measures to improve performance of the institution in various aspects.
- To review the status of term-end reports of odd and even semesters.
- AOB

The following members were present:

1) Dr. Swati Pawar

2) Dr. Shilpa Samant

3) Mr. Edwin Cortez

4) Mrs. Anju Sakhardande

5) Mrs. M. S. Miranda

6) Mrs. Suchana Amonkar

7) Mrs. Annie Rajan

8) Mr. D.S. Parab

9) Dr. Vaishali Naik

10) Dr. Roshida Rodrigues



- 11) Dr. Bhanudas Naik *B. Naik*
- 12) Mrs. Manisha Mhalsekar *M. Mhalsekar*
- 13) Dr. Akshata Bhatt *A. Bhatt*
- 14) Dr. Shilpa Bhonsle *S. Bhonsle*
- 15) Dr. Svetlana Fernandes *S. Fernandes*
- 16) Mrs. Mrunal Phadke *M. Phadke*

Proceedings:

- 1) The Coordinator thanked the Heads of Departments for timely submission of term-end and quarterly reports.
- 2) Following instructions were given to the internal members of the IQAC:
 - a) To undertake a thorough perusal of the submitted Odd Semester Term-end Reports.
 - b) To recommend changes, if deemed necessary.
 - c) To upload the final version of the revised Odd Semester Term-end Reports in the folder on IQAC Drive.
- 3) Following instructions were given to the Heads of Departments:
 - a) To incorporate changes suggested by the respective IQAC member in the Odd Semester Term-end report and send the final updated document.
 - b) Even semester to be considered from 9th December 2024 to 23rd June 2025. Even Semester Term-end reports should include details of internships and other activities. The reports should be sent to IQAC email id by **01st July 2025**.
 - c) To peruse all ten criteria of the binary metrics and maintain separate documentation of activities pertaining to sub-criterion in Department files. (One file can be used with different tags).
- 4) Following instructions were given to the Convenors of NAAC Criteria committees:
 - a) To collect the feedback from students and other stakeholders (Criterion I)
 - b) To conduct a meeting with all members of the respective Criteria.
 - c) To check the binary metrics and devise a strategic plan for improvement in each sub-criterion.



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- d) To select one alumnus/alumna and one industry expert to be inducted formally into the criteria.
 - e) To pursue the induction process after due consultation with the IQAC members and the Principal.
- 5) All Heads and Convenors were asked to submit a requisition form for stationery to be forwarded through Principal to the Head Clerk.

Points for Action

- Uploading revised Odd-semester term-end reports on IQAC Drive (IQAC members).
- Checking binary metrics and recommending areas of improvement (HoDs and Criteria Convenors).
- Recommending names for alumni and industry experts to be inducted in Criteria.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. (Dr.) P. S. Ramu Murthy
Principal



Internal Quality Assurance Cell

Minutes of IQAC meeting

Meeting No. : 06/2024-2025

Date : 29th April 2025

Venue : Botany laboratory, Dhempe College

A meeting of the members of Internal Quality Assurance Cell was held on 29th April 2025, 12:30 pm onwards in the Botany laboratory of the institution. The meeting was convened by the Coordinator of IQAC, Dr. Mukta Karamadi.

Agenda of the meeting:

- 1) To review the actions planned and taken for the AY 2024-25
- 2) To plan activities for the AY 2025-26.
- 3) AOB.

Attendees:

1) Dr. Swati Pawar

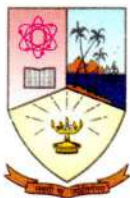
2) Dr. Shilpa Samant

3) Dr. Roshida Rodrigues

4) Dr. Purnima Ghadi

Key Discussion Points:

- 1) Annual report of the IQAC, and Action taken report for the AY 2024-25 was prepared.
- 2) Plan of action for the AY 2025-26 was prepared.
- 3) Dr. Akshata Bhatt and Dr. Durga Timble were assigned the task of compiling the term-end reports of Arts and Science departments respectively.
- 4) Dr. Roshida Rodrigues took the responsibility of preparing the compliance report of IDP to be submitted to the DHE.



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Action Items:

- To complete the compilation of term-end reports.
- To submit the compliance report of IDP to DHE.

The meeting ended with thanks to the members.

Dr. Mukta Karamadi
IQAC Coordinator

Prof. (Dr.) P. S. Ramu Murthy
Principal