IQAC Meeting held on 15th September 2020 at 12 noon in Smart classroom.

Members present:
1) Prita D. Mallya.
2) Dr Rodney D'silva
3) Shami Pai
4) Edwin Barreto
5) Sharmila Kunde
6 Lina Sadekar
7. Lira M. Gama
8. Maithili S. Naik
9. Anjali Sajild
10. Snehal Ahire.

Agenda:

1) NEP Webinar
2) Reporting Desk
3) Uploading of SSR
4) AOB

The meeting began with the welcome by IQAC Coordinator

NEP Webinar was fixed on 22nd september 2020 for our staff members.

NEP Webinar for other stakeholders in association with CII was fixed on

It was decided to form 'Reporting Desk'. Allocation of criteria for Technical Team was as under:

Criterion 1&7: Punarva Prabhudesai
Criterion 2: Pradnya Nadkarni
Criterion 3 & 6: Mervia Andrade
Criterion 4: Azzan Dias
Criterion 5: Venissa

IQAC Meeting held on 16/9/2020 at 12M noon in Smart classroom

Members present:

1) Shami Pai — SPai
2. Maithili S. Naik — (signature)
3. Lina R. Sadekar — Sadekar
4. Marjina Shaikh — Shaikh
5. Anjali Sapildi — (signature)
6. Snehal Alve — Alve
7. Trisha Vadil — (signature)
8. Cinola Vaz — (signature)
9. Mervia Andrade — Andrade
10. Mayuresh Adsul — (signature)
11. Gajanan B. Haldankar — (signature)
12. Sheryl da Silva — Silva
13. Jiva M. Gama — Gama
14. Muktali Cuncoliencar — Cuncol
15. Swati Bhat — (signature)
16. Venisa D'Costa — Costa
17. Dr. Madanant J. Naik — M Naik
18. Pradnya Nadkar — (signature)
19. Edwin Barreto — EBa
20. Pooja Shanbhag — (signature)
21. Purnava Prabhu Dessai — (signature)

Agenda:
Orientation for Technical Team of Reporting Desk-

IQAC Meeting held on 1/12/2020 at 10:30 am
in Smart classroom.
Members present:
1) Shami Pai
2) Snehal Aine
3. Maithili S. Naik
4. Sharmila Kunde
5 Lina R. Sadekar
6 Aira M. Gauic
7 Edwin Barreto
8 Rodny D' Silva

The following members were present:

1. Dr. Shami Pai
2. Dr. Rodney D'Silva
3. Dr. Edwin Barreto
4. Dr. Leena Sadekar
5. Dr. Lira Gama
6. Dr. Anjali Sajilal
7. Dr. Maithili Naik
8. Ms. Sharmila Kunde
9. Ms. Snehal Alve

AGENDA

- New AQAR Format
- AOB

The Meeting started at 10 am in the Smart Classroom. Dr. Shami Pai, IQAC Coordinator welcomed the members for the meeting.

She expressed her displeasure over the long leave taken by the Principal without informing her.

Dr Shami Pai informed the members that the meeting was called urgently to inform regarding the changed AQAR format. She mentioned that considering the same the AQAR information was required to be refilled as per the new format. AQAR to be completed by December 2020.

She showed and explained the NAAC portal to all the members. She informed the members that four AQAR's are to be uploaded. She mentioned that only after the 4 AQAR's are uploaded IIQA would be open for uploading. She also informed that after 45 days from uploading of AQAR, SSR needs to be uploaded.

Dr. Shami Pai suggested that one day to be allotted to each criterion for uploading of AQAR as per the new format. She informed that IIQA is to be filled in January 2021.

Dr. Shami Pai informed that students satisfaction survey needs to be considered and orientation needs to be conducted for students. Dr. Maithili Naik suggested to conduct pilot survey.

Under AOB, the IQAC members unanimously agreed that we should all comcentrate on NAAC

Meeting ended at 11 am.

IQAC Meeting held on 4/2/2021 at 10 am in the Smart classroom

Members present
1) Prita D. Mallya
2) Shamu Pai
3) Snehal Alne
4) Sharmila Kunde
5) Anjali Sajild
6) Maithili S. Naik
7) Lira M. Gaune
8) Lina R. Sadekar
9) Rocky D' Soln

Agenda: To plan the AQAR Uploading & SSR Uploading

IQAC Meeting held on 8/2/2021 in the smart classroom at 12.15 pm

Members present:
1) Puita D. Mallya
2) Shami Pai
3. Snehal Alme
4. Jira M. Game
5. Maithili Naik
6. Sharmila Kunde
7 Lina Sadekar
8 Rodny D' Silva

Agenda: To plan the SSR Uploading and IIQA Submission.

Dr Shami Pai, IQAC Coordinator welcomed the IQAC members for the meeting. She said that we have to decide about the IIQA Submission and SSR Uploading. Our previous Grade of 3rd Cycle was valid till 30th April, 2020. Hence, we have to upload our SSR for the 4th Cycle before 30th April 2021. Before that we have to submit our IIQA. Once IIQA is approved, we have to submit SSR within 45 days.

It was decided to submit IIQA by March first week, and SSR by end of April 2021. Meeting ended at 1.15 p.m.

IQAC Meeting held on 9/2/2021 in the Smart
Classroom at 11·45 am

Members present
1) Pwite D. Mallya   Mallya.
2) Shami Pai   SPai.
3) Snehal Ahe   Ahe
4) Sharmila Kunde   Kunde
5) Lina M. Gama   Gama
6) Rochy D' Sih   my
7) Manthili Naih
8) Edwin B. Baneto   EBau
9) Lina Sadekar   Sadekar

Agenda: To plan the SSR Uploading and
        uploading of documents on the Portal.

Dr Shami Pai, IQAC Coordinator welcomed
the IQAC members for the meeting.
She mentioned that SSR uploading will be
in NAAC Portal. Documents to be uploaded in the
Portal too. Hence, she said we have to sort out
the documents and accordingly plan to upload
the same. There is a need to buy extra space
on the website.
Principal suggested that we will call Mr Mayuresh
Nadkarni for the same and discuss with him.
Meeting ended at 1 p.m.

IQAC Meeting held in the Smart classroom
at 12.15 on 24/6/2021

Members present:
1) Prita D. Maurya
2) Rodhy D' Silva
3) Shami Pai
4) Lina R. Sadekar
5) Anjali Sajild
6) Jira M. Gawas
7) Samiksha Vengurlekar
8) Sandesh Crabontar
9) Edwin Barreto
10) Sumit Kumar
11) Sheetal Arondekar
12) Cinola Vaz
13) Snehal Alve
14) Preksha Chopdekar
15) Gajanan B. Haldankal
16) Sharmila Kunde
17) Maithili S. Naik
18) Ainsley Bernard

Agenda: Pre PTV Committee Preparation Status

Dr Shami Pai, IQAC Coordinator welcomed the staff
members for the meeting. She mentioned that this
meeting is called to discuss the status of the
work completed by Pre-PTV Committees.

IQAC Meeting held on 31/7/2021 in the Smart classroom at 9 am.

Members present:
1) Prita Mallya.
2) Rodney D' Silva
3) Shami Pai (IQAC Coordinator)
4) Snehal Alne
5) Lina Sadekar
6) Dr Edwin Barreto
7) Dr Sira M. Gaunce
8) Ms. Sharmila Kunde
9) Dr. Maithili S. Naik
10) Dr Anjali Sajila

MINUTES OF THE IQAC MEETING HELD ON 31ST JULY 2021 AT 9:00 AM IN RAMDAS MALLYA SMART CLASSROOM

The following members were present:

1. Prof. Prita Mallya

2. Dr. Shami Pai

3. Dr. Rodney D'Silva

4. Dr. Edwin Barreto

5. Dr. Lina Sadekar

6. Dr. Lira Gama

7. Dr. Anjali Sajilal

8. Dr. Maithili Naik

9 Ms. Sharmila Kunde

10 Ms. Snehal Alve

AGENDA

- To present IQAC Report (2020-21)
- To present the 'Development of processes for Data collection for NAAC '
- To know the status of Documentation Submission for PTV
- To plan the orientation sessions for the staff
- To present the proposal for the functioning of Damodar Incubation Centre(DIC)
- AOB

The Meeting started at 9:00 am in the Smart Classroom. Dr. Shami Pai, IQAC Coordinator welcomed the members for the meeting.

1. IQAC Report (2020-21)

Dr. Shami Pai presented IQAC report 2020-21. She informed the members regarding the update on SSR Submission and DVV Clarifications. She also informed that contract basis teachers were not considered by DVV Partner. Hence it will have an impact on 10 Metrics. Therefore, we have put up our grievances ,and waiting for their reply.

Following Changes were suggested by the members in the IQAC Report Presented:

- Point No 2. Add "Counselling Cell" under Collaborative Partner
- Point No 7 and 12. Add BBA(Financial Services) Department as Collaborative Partner along with Mahila Mandal Margao.
- Add Surnames of Technical Team/ Office staff involved in uploading of IIQA and SSR.
- Add salutation (title: Mr/Ms) before the names of Technical/Office staff

Dr. Shami Pai suggested that all activities planned should first come to IQAC and then taken forward. It was decided to do so from the next Academic Year. Ms Sharmila Kunde suggested that the Report should include IQAC initiatives for the year.

2. Development of processes for Data collection for NAAC

Dr. Shami Pai informed the members that a process has been developed with the help of Ms. Pradnya Nadkarni for documentation the same was presented by her.

Ms. Sharmila Kunde suggested that Bcom File to be maintained with all the documents and attendance of the activities conducted for the entire AY, as it is done by BCA and BBA-FS Departments.

Dr. Edwin Barreto Suggested that the Bio data of resource person to be added with the activity report. (To be added to the checklist)

3. Future Course of Action for College Functioning

Principal suggested that teachers with tenure contract can be Convenors of college committees.

Dr. Edwin Barreto suggested that institutional SOP's could be created which would help in future conduct of activities and departmental functioning. He also suggested that Alumni and Retired teachers could be made advisors in various college committees and skill-based courses to be identified by teacher well in advance.

Principal suggested that in order to explore CSR funds a committee needs to be formed. The committee shall identify the sources and study CSR activities could be conducted. She asked to avoid using the term "Job Market".

Dr. Shami Pai suggested that all activities planned will first go to IQAC than GC and then informed at Staff Meeting. She also mentioned that Celebration days to be identified in

advance by every committee and each Department could celebrate some specific days related to the Department.

Dr. Edwin Barreto suggested that the IQAC members could be from all the Departments, including BCA and Mcom. He also suggested that the BCom syllabus document should be the one with course codes. Principal added that Programme codes should also be available in the document. It was suggested that all the Departments should keep Ordinance ready for PTV.

4. Orientation Sessions for The Staff

Principal suggested that a session for the office staff need to be conducted on their role in NAAC.

Orientation sessions on Website, FEDENA, Q Fix, Microsoft Teams, IT Infrastructure, Library E Resources will be arranged for the teaching staff in September 2021.

5. Proposal For the Functioning of Damodar Incubation Centre

The Principal had asked for volunteers to revive the Incubation Centre of the college. Dr Shami Pai, Dr Maithili Naik and Ms Muktali Cuncoliencar volunteered for the same. Dr. Maithili Naik presented the proposal of Damodar Incubation Centre(DIC). The following changes were suggested:

- The programme names mentioned in the first paragraph of the report to be re-written in bulleted form.
- Present Initiatives to be added to the report.
- Objective 1 to be re-written as "To create self- employment opportunities for students."
- Alumni who have become entrepreneurs to be included as members of DIC Team
- Student's members of E-Cell and ICC to be included as members of DIC Team.
- Earn while you Learn to be considered as a part of Damodar Incubation Centre
- Accommodations to be increased to 20 instead of 5.

6. A.O.B

Under AOB, Dr Anjali Sajilal requested Principal to arrange for a printer in the staffroom for the teachers, as they have to take the print outs for the Course File.

Meeting ended at 11 am.