

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date:25/ 7//2023

Venue: College Conference Room

Time-12 noon – 1.45 pm

Agenda:

1. To read and confirm the minutes of the IQAC meeting held on 29.03.2023.
2. To read out to the IQAC members the Action Taken Report on issues decided upon at the IQAC meeting held on 29.03.2023.
3. To relook at the various functional committees of the college, review their objective/s, scope and functions.
4. To decide upon the activities to be conducted by these committees in the year 2023-24.

The following members were present:

1. Prof. Santosh B. Patkar
2. Dr Smita Shrivastava
3. Dr Arun Marathe
4. Adv. Sachin Desai
5. Dr Henrique D Souza
6. Mr Satyajit Hirve
7. Ms Pragati Bhonsle
8. Ms Nisha Gangan
9. Dr Shobha Karekar
10. Mr Pranav Samant
11. Mr Ramakant a/s Sahil Nayak
12. Ms Suchita Sawant
13. Mr Sudesh Chandelkar
14. Mr Guruprasad Namshikar

The Principal and Chairman of the IQAC, Prof. Santosh B. Patkar, welcomed the members to the meeting and introduced the new member, Dr. Arun Marathe, Assistant Professor in Commerce at Vidya Prabodhini College of Commerce, Education, Computer & Management, Porvorim.

Agenda 1.

Confirmation of the Minutes of the previous meeting.

The minutes of the last IQAC meeting held on 29/ 3//2023 were confirmed with no alterations. Dr Henrique D Souza proposed that the minutes be approved, and Mr Satyajit Hirve seconded.

Agenda 2.

To present the Action Taken Report on the decisions taken in the previous meeting.

The Principal, Prof. Santosh B. Patkar, presented the Action Taken Report (ATC) on the decisions taken at the previous IQAC meeting held on 29/ 3//2023.

Agenda 3.

To relook at the various functional committees of the college review their objective/s, scope and functions.

It was decided to: -

- Have a separate ISA Committee.
- Do away with the Women's Cell and, in its place, have a Gender Sensitization Cell with male members as well.
- Include Shri Rudresh Kamat in the AISHE Committee.
- Merge the Faculty Improvement Programme Committee and Training for Non-Teaching Staff Committee to form the HRD Committee / HRD Training and Development Cell.
- Merge Remedial and bridge course committees.

Dr. Arun Marathe suggested that sending proposals for conducting activities and submitting the reports of those activities should be done in soft copy format. The reports and feedback on all these activities should be put on the college website, and good suggestions from the feedback can be identified and discussed in IQAC meetings.

Dr Smita Shrivastava observed that the college website needs updation and informed the meeting that she would work with Shri Sahil Nayak and Shri Guruprasad Namshikar on the same. All feedback provisions would be included on the website.

Agenda 4.

To decide upon the activities to be conducted by these committees in the AY 2023-24.

It was decided: -

- The IQAC will go through NAAC requirements and allocate to committees the topics for seminars.
- The IQAC will take the initiative to conduct a workshop on NEP in the next semester of this academic year.
- To continue with organising class seminars, especially since the college needs to conduct 40 seminars/workshops in 5 years in order to meet NAAC requirements.

The following suggestions came up during the discussion: -

- The Alumni Association and Students Council can collaborate on community outreach activities like helping the senior citizens and differently-abled members in Canca Verla Panchayat to get cards for them.
- Adv Sachin Desai suggested that the NSS can tie up with the Transport Department and NGOs associated with them since the department sends their own resource persons for seminars /talks.
- Dr. Smita Shrivastava suggested that the students should be charged fees to become members of the Career Guidance Club.

As the discussions on this agenda remained inconclusive, it was decided to have another meeting of the IQAC as early as possible.

Action Taken Report on the decisions taken at the IQAC meeting held on 25th July 2023.

Recommendations	Action Taken
1. Have a separate ISA Committee. 2. To do away with the Women's Cell and, in its place, have a Gender Sensitization Cell with male members as well.	

<p>3. Include Shri Rudresh Kamat in the AISHE Committee.</p> <p>4. Merge the Faculty Improvement Programme Committee and Training for Non-Teaching Staff Committee to form the HRD Committee / HRD Training and Development Cell.</p> <p>5. Merge Remedial and Bridge Course Committees.</p>	<p>All recommendations relating to the reconstitution, merger and change in nomenclature of the committees will be implemented shortly.</p>
<p>The IQAC will go through NAAC requirements and allocate to committees the topics for seminars.</p>	<p>The committees will be allocated the topics soon.</p>
<p>The IQAC will take the initiative to conduct a workshop on NEP in the next semester of this academic year.</p>	<p>The workshop will be organised during the second semester.</p>
<p>To continue with organising class seminars, especially since the college needs to conduct 40 seminars/workshops in 5 years in order to meet NAAC requirements.</p>	<p>The practice of organising Class Seminars will be continued.</p>