



SARASWAT EDUCATION SOCIETY'S
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Re-accredited by NAAC with B Grade (2nd Cycle)
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Minutes of the meeting of the Internal Quality Assurance Cell (IQAC)

Date:10.02.2024

Venue: College Conference Room

Time-12 noon – 1.45 pm

Agenda:

1. To read and confirm the minutes of the IQAC meeting held on 26.08.2023.
2. To read the Action Taken Report on issues decided upon at the IQAC meeting held on 26.08.2023 to the IQAC members.
3. To approve the AQAR for the AY 2022-2023.
4. To debate and finalise the various college policy documents.
5. To approve the objectives and duties of various committees.
6. A.O.B with the permission of the Chair.

The following members were present:

1. Principal Prof Santosh Patkar
2. Dr Smita Shrivastava
3. Dr Henrique D Souza
4. Ms Pragati Bhonsle
5. Dr Nisha Gangan
6. Ms Prerana Tamhankar
7. Dr Shobha Karekar
8. Mr Pranav Samant
9. Mr Ramakant a/s Sahil Nayak
10. Sudesh Chandelkar
11. Guruprasad Namshikar
12. Ms Suchita Sawant
13. Mr. Sanket Morajkar
14. Ms. Sanjana Sripathi

Agenda 1.

Confirmation of the Minutes of the previous meeting.

The minutes of the last IQAC meeting held on 26.08.2023 were confirmed with no alterations. Dr Henrique D Souza proposed approving the minutes, and Mr Ramakant a/s Sahil Nayak seconded.




PRINCIPAL
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Agenda 2.

To read the Action Taken Report on issues decided upon at the IQAC meeting held on 26.08.2023

The Action Taken Report on the decisions taken at the previous IQAC meeting on 26.08.2023 were circulated among members.

Agenda 3.

To approve the AQAR for the AY 2022-2023.

The meeting approved the AQAR for the AY 2022-2023.

Agenda 4

To debate and finalise the various college policy documents

The various policy documents were discussed, and the following decisions were taken:

The Institution's Resource Mobilization and Utilization Policy should be redrafted with an opening statement and a provision to incorporate funds from events the college organised. The policy should have a structured format, presented in a tabular layout with three columns: Source of Funds, Usage, and Supervision and Control.

Sports Complex Facilities Management Policy should include details on having warning boards, taking declaration forms from students, auditing sports equipment and washing sports kits and uniforms by the college for hygiene reasons. Section 2.4 should specify the sports equipment.

The Sustainable Campus Management Policy should include details on installing push taps to save water and policies on e-waste, paper and cloth bags.

The Library Policy must be redrafted, and policies on rare books and books no longer in print should be included.

A standard format was decided to be followed for drafting all policy documents. The IQAC Coordinator should provide a template based on which policies of various college committees should be redrafted.

Agenda 4

To approve the objectives and duties of various committees.

It was decided to take up this item at the next IQAC meeting.

Agenda 5

A.O.B with the permission of the Chair

No issues were taken up under AOB.



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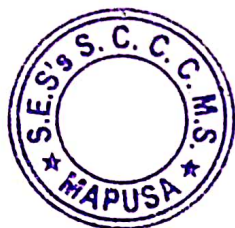
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Action Taken Report on the IQAC meeting held on 10.02.2024

Recommendations	Action Taken
The institution's Resource Mobilization and Utilization Policy, Sports Complex Facilities Management Policy, Sustainable Campus Management Policy and Library Policy must be redrafted by including the changes suggested at the meeting.	In-charges of various cells were informed to frame policy guidelines and submit to IQAC as per format designed by IQAC.
It was decided to follow a common format for drafting all policy documents.	The IQAC Coordinator provided the template for drafting all policy documents.

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