



SARASWAT EDUCATION SOCIETY'S

*Sridora Caculo College of Commerce & Management Studies*

(Affiliated to the Goa University)

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Re-accredited by NAAC with B Grade (2<sup>nd</sup> Cycle)

CERTIFIED ISO 9001:2015

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

Date: 30.10.2024

Venue: College Conference Room

Time- 12.30 pm – 1.30 pm

### Agenda:

1. To read and confirm the minutes of the IQAC meeting held on 17.08.2024.
2. To read the Action Taken Report to the IQAC members on issues decided upon at the IQAC meeting held on 17.08.2024
3. To discuss and approve the AQAR for the year 2023-24
4. 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. Dr Nisha Gangan
5. Dr Shobha Karekar
6. Mr Satyajit Hirve
7. Mr Kavir Shirodkar
8. Mr Pranav Samant
9. Ms Suchita Sawant
10. Mr Avdut Gunaji
11. Mr Guruprasad Namshikhar
12. Mr Sanket Morajkar

### Agenda 1.

#### Confirmation of the Minutes of the previous meeting.

The minutes of the last IQAC meeting held on 17.08.2024 were confirmed with no alterations. Dr Shobha Karekar proposed approving the minutes, and Dr Henrique D. Souza seconded.



  
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## **Agenda 2.**

### **To read the Action Taken Report on issues decided upon at the IQAC meeting held on 17.08.2024**

The Action Taken Report on the decisions taken at the previous IQAC meeting on 17.08.2024 was read out by the Principal, Prof Santosh Patkar.

### **Agenda 3. To discuss and approve the AQAR for the year 2023-24**

The Principal informed that the teachers are to submit to the IQAC the details relating to their criteria by 10<sup>th</sup> Nov. 2024.

### **Agenda 4-A.O.B. with the permission of the Chair.**

With permission from the Chair, the following points were discussed:

All college activities should be consistently uploaded on social media to ensure visibility and engagement.

Mr Pranav Samant proposed that every fortnight, the IQAC and Committee Convenors should verify that activity reports for the period are submitted. The Principal announced plans to review the previous month's activities in the upcoming staff meeting to streamline reporting.

Mr Kavir Shirodkar recommended that Class Counsellors oversee the internship activities of 30 students each.

The IQAC Coordinator, Dr Smita Shrivastava, expressed gratitude to the outgoing committee members, both internal and external, for their support and collaboration. She highlighted the committee's achievements, including:

- Finalisation of the college letterhead.
- Creation of activity register.
- Created a system for reporting various college activities, also created the necessary formats for the document.
- Establishment of standardised documentation for the Exam Committee.
- Conducted a thorough review and suggested detailed recommendations for enhancing the college website.
- Development of objectives and duties for various college committees.
- Creation of various Policy Documents as mandated by NAAC.
- Organization of two Faculty Development Programs (FDPs) and workshops covering:
  - Research Methodology( 2 National level FDPs)
  - Career Advancement Scheme (CAS),



  
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- Journal selection for research publications, and
- NAAC benchmarks.
- Hosting an NEP workshop led by Dr. Sarat Chandran.
- Compilation of a solar energy report.
- Formation of a permanent subcommittee for CAS.
- Coordination of one-on-one meetings between IQAC and AQAR criteria members for AQAR preparation.

**Future Focus Areas:**

- Research improvement has been the primary focus so far; moving forward, IQAC's emphasis should shift toward developing short-term courses and website improvements.
- College activities should align with AQAR benchmarks, and IQAC should advise committees on conducting activities that meet NAAC AQAR standards



A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke extending to the right.

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## Action Taken Report on the IQAC meeting held on 30/10/2024

RECOMMENDATIONS	ACTION TAKEN
All college activities should be consistently uploaded on social media to ensure visibility and engagement.	The College Social Media Committee has been instructed to consistently upload all college activities on social media platforms to ensure enhanced visibility and engagement. This directive is currently being followed effectively.
Mr Pranav Samant proposed that every fortnight, the IQAC and Committee Convenors should verify that activity reports for the period are submitted. The Principal announced plans to review the previous month's activities in the upcoming staff meeting to streamline reporting.	Both these practices will be actively implemented starting from the next academic year.
Mr Kavir Shirodkar recommended that Class Counsellors oversee the internship activities of 30 students each.	The recommendation that Class Counsellors oversee internship activities for batches of 30 students was discussed and accepted during a subsequent staff meeting. Implementation of this suggestion is approved, pending further instructions, which will be finalised upon receiving internship guidelines from the university, which is expected shortly.



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