



**GOVERNMENT OF GOA,
SANT SOHIROBANATH AMBIYE
GOVT. COLLEGE OF ARTS & COMMERCE
VIRNODA, PERNEM, GOA**

**Minutes of the IQAC meeting held on 20th October 2020
in the College Conference Room**

The following Members of the IQAC attended the meeting

1. Prof (Dr.) Filipe Rodrigues e Melo
2. Dr. Shankar B. Naik
3. Shri. Swaroop Naik
4. Shri. Oscar de Noronha
5. Dr. Nirmala de Abreu
6. Dr. Xavier Martins
7. Shri. Virendra Amonkar
8. Dr. Roshan Usapkar
9. Shri Satish Sanvol

Shri. Ashish Duble, External Member and Mr. Rajaram Parab, Alumni member, informed the Principal of their inability to attend the meeting due to prior engagements. Ms. Harshali Talkatkar and Mr. Sanjay Naik, Sr. Admin Officer, was also absent.

Agenda for the meeting

1. Introduction and Welcome By principal
2. Reading of minutes of the last meeting
3. Important Achievement for 19-20
4. Preparation of AQAR for 2019-2020
5. Covid Management
6. Ongoing Admission Process 20-21
7. Online classes and related issues
8. Plan of Activities for 2020-2021
9. Identifying areas for Benchmarking and setting Benchmark
10. AOB with the permission of the chair.

The Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the members present and briefed the members about:

1. Issues related to online classes and the platform used for conduct of such classes.



2. Final Students Admission in FYBA, FYBCom, and MCom i.e. 107,129 and 36 respectively.
3. Establishment of Research Centre with 13 recognised Research Guides and registrations of 52 students to pursue Phd .

Minutes of the previous meeting were read by the IQAC Convenor, Shri Satish Sanvol. The minutes were proposed by Mr. Oscar de Noronha and seconded by Dr. Xavier Martins.

The following points were taken up for discussion:

1. **Important Achievements for 2019-20.**

Principal listed the following major achievements of the College for the academic year 2019-20.

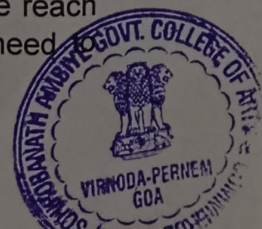
- I) Establishment of Research Centre with 13 recognised Research Guides and with 52 students currently pursuing Ph.D.
- II) Economic Revival plan prepared by the faculty for 12 Panchayats from Pernem Taluka.
- III) Installation of 16 smart Boards and establishment of virtual classroom and digital podium in college conference room.
- IV) Establishment of IGNOU centre with BCom, MCom, MA in Economics and MA in Hindi.
- V) All Goa Book exhibition with display of books by all major publishers from India and abroad.
- VI) Upgradation of Language and Commerce-Eco lab.
- VII) Upgradation of sports facilities and Gymnasium.
- VIII) 100% results in TYBA, TYBCom and MCom programmes.

2. **Preparation of AQAR for 2019-2020**

IQAC coordinator Shri Satish Sanvol briefed the House about that the compilation process of the AQAR and stated that once the final draft is ready it will be forwarded to the DHE for approval and will be uploaded as per the directives of the DHE

3. **Covid Management**

Principal informed the House that the College has a covid management committee which is responsible to provide the required guidelines and supervise the overall covid management at the college level as per the SOPs issued by the Government of Goa and the Goa University. Shri Oscar De Noronha, Vice-Principal and convenor of the covid management committee, informed the House that the Committee is doing whatever is within the reach of the committee. The covid committee convenor emphasized on need



create awareness amongst the staff and students, using various online platforms like WhatsApp, Facebook etc. He further mentioned that sanitizers have been kept at important locations and entry points of the college campus and normal sanitization is done with the help of the house-keeping staff. However, he expressed doubts about the sanitization process being followed after the reporting of any covid positive case in the College. Here Principal stated that the agency authorised by the Govt for undertaking sanitization of any place as post covid measures only sprayed liquid sanitizers outside the building and refused to sanitise the premises from the inside. Shri Oscar de Noronha, Vice-Principal, mentioned that we only hope that no more cases occur amongst the staff.

4. College Admission

Shri Oscar de Noronha, Vice-Principal, who is also the convenor of the College Admission committee, briefed the members about the ongoing admission process and mentioned that there is no clarity on the time-period as the process is decided at the central level. He further stated that the delayed process is having an impact on teaching and learning. Moreover the entire process of admission is tailored at the different levels and the testing of the same is yet to happen.

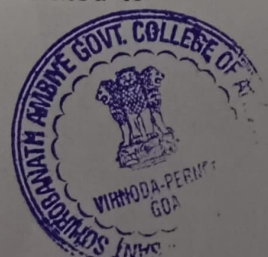
The Principal informed that the college is also waiting for one more round of admission to see the final impact on the college admissions. He stated that the college will get some more admissions as the admissions to professional colleges is yet to be finalised.

Admission convenor Shri Oscar De Noronha, informed the members that the college is using google forms to assist admission process of the second-year students while the third-year students are called to college for counselling on admission related issues and college allows students to pay admission fees in instalments, as per the directives issued by the Directorate of Higher Education and the University.

5. Online Classes

Principal stated that classes have begun in online mode from September 2020. Teachers have been using Google Meet to conduct online classes with a subsequent plan to shift to Microsoft Teams as per the directives of the Directorate of Higher Education. Currently, teachers and students are fire-fighting with different issues related to online classes especially with regard to availability of connectivity.

External Member Mr. Swaroop Naik suggested that issues related to online classes and students feedbacks be documented.



Shri. Virendra Amonkar mentioned that students attendance is around 60% for online classes and that using MS teams is becoming an issue as students have problems with compatibility of mobiles.

Dr. Shankar Naik also mentioned that MS teams requires higher bandwidth and that live interaction is not possible everywhere. He stated that we need to identify and tackle these challenges. He suggested to create power point and videos and save them on MP4 for the benefit of the students. He further mentioned that we cannot depend on one platform for the conduct of online classes. He said that Department of Higher Education will provide students option with DISHTAVO programme (Digital integrated system for holistic teaching and virtual orientation) where learning videos will be shared with the students and MOOCS courses can be another option for the students.

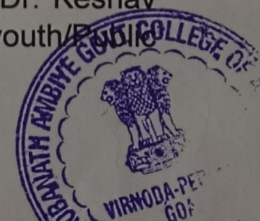
6. Academic Calendar

IQAC Coordinator Shri Satish Sanvol, placed before the house the calendar of events for the academic year 20-21 and the same was approved by the House.

7. Identifying areas for Bench-marking and setting Bench marks

The House also agreed to undertake improvement in the following areas:

- i. Promoting Appointment of Faculty members on regular basis (permanent)
- ii. Promotion of Research Quotient through workshop and related activities. Dr. Shankar Naik suggested activities to conduct workshop on LATEC and python to improve the research quotient of the faculty and students and display of research papers published by the faculty.
- iii. Green initiatives like Building of Botanical and Herbal Garden; Setting-up of Butterfly Park on the campus; Facilities for Bio-waste Management on campus.
- iv. Emphasising on promoting gender equity and women's empowerment through community extension and involvement of Local Self-Help Groups.
- v. Qualitative improvement in College library facilities. Dr. Keshav Dhuri also suggested providing access of library to the local youth/



as extension activity. Principal Prof. Filipe Rodrigues e Melo suggested that one class room be kept open after the normal college office hours for the benefit of students not having proper learning environment at home.

vi. Promotion of Sports and Leisure Activities.

vii. Creating Awareness on Socio-Economic issues, cultural heritage and constitutional Rights.

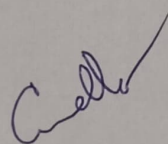
viii. Conduct of feedback using the module prepared by the Directorate of Higher Education.

ix. Mr. Swaroop Naik suggested conducting special skill development courses like Tally, etc to make students industry ready.

The meeting ended at 12.30 p.m., with a vote of thanks by the IQAC coordinator.



(Mr. Satish Sanvol)
IQAC Co-ordinator



Prof. (Dr.) Filipe Rodrigues e Melo
Professor and Principal



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**Minutes of the IQAC meeting held 05th November 2020
in the College Conference Room**

The following Members of the IQAC and the NAAC Criterion Committee convenors attended the meeting:

1. Prof (Dr.) Filipe Rodrigues e Melo
2. Shri. Oscar de Noronha
3. Dr. Xavier Martins
4. Shri Virendra Amonkar
5. Dr. Roshan Usapkar
6. Dr. B.K. Haravi
7. Dr. Amrita Dingu
8. Dr. Keshav Dhuri
9. Shri Satish Sanvol
10. Mrs. Priyanka Parab

Agenda for the meeting

1. **Preparation of AQAR for 2019-20**
2. Preparation and submission of IIQA and SSR report for the 3rd cycle of NAAC Accreditation.

The Principal Prof (Dr.) Filipe Rodrigues e Melo welcomed the members present and briefed them about the purpose of calling a meeting at very short notice. He informed the House that a letter has been received by the College from the Directorate of Higher Education for speeding up the NAAC Accreditation process as per the validity of previous NAAC cycle.

Following are the major issues raised during the meeting

1. **Preparation of AQAR for 2019-20**

It was decided to prepare and submit AQAR for 2019-2020 as per the time schedule. It was also decided to make changes in the NAAC criterion committees to include new members of the staff in place of members who are no longer in service in this College. It was decided to submit AQAR by end of December 2020.

**Preparation and submission of IIQA and SSR report for the 3rd cycle
NAAC Accreditation**



Principal Prof Dr. Filipe Rodrigues e Melo mentioned that as per the directives of the Higher Education the College needs to apply for NAAC Assessment as per the time-line available to this College.

IQAC coordinator informed the house that College is already due for next cycle of NAAC accreditation, however there are number of issues that need to be addressed before this decision is taken.

Shri Oscar de Noronha stated that oral reference was made by the Officials of the DHE not to hasten the NAAC process without ensuring a good grade for the College (A grade or higher). Principal, however, mentioned that now there are clear instructions in writing to go in for Assessment at the earliest and we need to go as per the directives.

IQAC director raised the issue of documentation and non-functional website of the college and mentioned that college needs to upgrade its system of documentation. Principal stated that although college has organised many events, they have not been documented, so now documents can be created for these activities and events.

Dr. Xavier Martins stated that college performance was comparatively low in the 2015 -2016 as the infrastructural work was in full swing and suggested that we can drop this year in the coming cycle.


Dr. Keshav Dhuri also mentioned the difficulties and delays in receiving Journals in the library especially on account of delay in payment of renewal charges to the publishers. Principal assured to look into this matter.

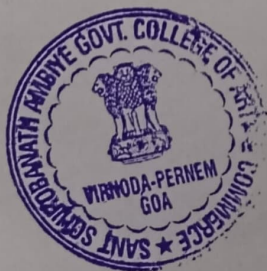
It was unanimously decided to start working on write-up for SSR after submission of AQAR 2019-2020.

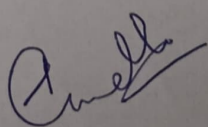
It was also unanimously decided to undertake the following activities in the current academic year:

- i) Webinar for the students restricted to particular class or group or in general with external expertise after the classes.
- ii) Virtual activities, even competitions, for the students.
- iii) Work on the possibility of organising short-term certificate courses.

The meeting ended with formal vote of thanks by the IQAC Co-ordinator.


(Mr. Satish Sanvol)
IQAC Co-ordinator




Prof. (Dr.) Filipe Rodrigues e Melo
Professor and Principal
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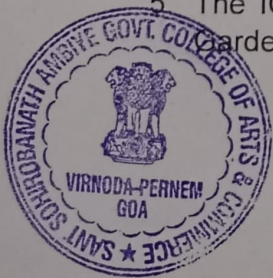
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IQAC MINUTES OF THE MEETING

Dated: 10th December 2020

The IQAC meeting for the academic year 2020-21 was held in the college IQAC room on 10th December 2020 from 11.30 am onwards. Following points were discussed: -


1. At the outset the college Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the members for the 3rd meeting of the college IQAC in the academic year 2020-21 and briefed them about the challenges that the college is facing with regard to Covid-19 pandemic. The members also raised concerns about online classes specially in hinterland where there are issues about internet connectivity.
2. The Convenors of the IQAC informed the house about the efforts put in by the college authorities and the faculty members in the conduct of online classes. He further informed the house that faculties have been trained in using different platforms for the conduct of the online classes like moodle, Microsoft team, google classroom and google meet etc. He further informed the house that college examination committee has also been trained to use available platforms for conducting online exams and most of the intra semester exam is conducted via google forms.
3. Principal informed the house that college has commenced its activities under Research Center in commerce and students are being enrolled for PhD programme. under the MOU signed.
4. The IQAC deliberated on using college resources for community development and for conducting awareness activities. It was decided to use astronomical observatory infrastructure viz telescope for conducting sky gazing activities in the nearby locality in association with Directorate of Higher Education.
5. The IQAC also took a review of ongoing work of Botanical Garden, Herbal Garden and Butterfly Park, built with the support of Goa Bio-Diversity Board



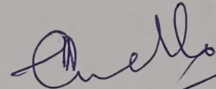
and Goa University.it was decided to complete the said work by end of current academic year.

6. The IQAC Co-ordinator placed the annual calendar of event before the house and it was accepted after a brief review.
7. The IQAC discussed and accepted the proposal of In-house workshops for students on writing research papers and.How to publish papers in Scopus, Web of science and UGC care Journals etclt was also decided to organise national level conferences on hybrid mode using available college virtual classroom.

The meeting ended with formal vote of thanks by the convenor IQAC Mr. Satish Sanvol.at 12.30 pm



(Satish Sanvol)
IQAC Co-ordinator



Prof. (Dr.) Filipe Rodrigues e Melo
Professor and Principal

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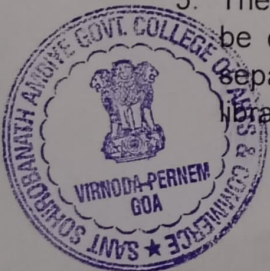
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IQAC MINUTES OF THE MEETING

Dated: 12th February 2021.

The IQAC meeting for the academic year 2020-21 was held in the college IQAC room on 12th February 2021 from 11.30 am onwards. Following points were discussed: -

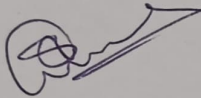
1. At the outset the college Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the members for the 4th meeting of the college IQAC in the academic year 2020-21 he further informed the house about some of the challenges which are faced by the college specially in connection with on line classes and mentioned that connectivity has remained one of the major problem.
2. The IQAC once again reviewed the work of the Botanical Garden, Herbal Garden and Butterfly Park which was almost completed and requested the authorities to set up a committee for maintenance of the said part of the college premises.
3. The committee discussed about the online flatforms available to college and suggested usage of flatform which may not require strong internet connectivity.
4. Principal informed the house that college is preparing proposal for set-up of Research center in Marathi in near future on the same lines as Research center in commerce.
5. The IQAC took a review of the new library block and suggested the same to be opened for students at the earliest. The IQAC also suggested to have separate reading sections for teachers and research students and to have E-library section, conference room and separate group discussion room for



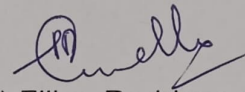
research students in the library. It was also suggested to organise more book exhibition in association with directorate of Higher Education.

6. It was decided to use DHE portal for collecting feedback from stakeholders such as students and teachers and also make attempts to collect feedback from Alumni and parents using google form.

The meeting ended with formal vote of thanks by the convenor IQAC Mr. Satish Sanvol.at 1.30 pm



(Satish Sanvol)
IQAC Co-ordinator



Prof. (Dr.) Filipe Rodrigues e Melo

Professor and Principal

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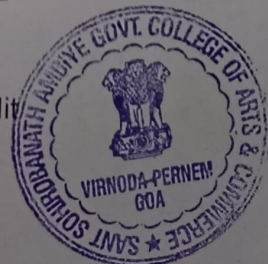
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IQAC MINUTES OF THE MEETING

Dated: 25th June 2021

The fifth IQAC meeting for the academic year 2020-21 was held in the college IQAC room on 25th June 2021 from 11.30 am onwards. Following points were discussed: -

1. At the outset the college Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the members for the 5th meeting of the college IQAC in the academic year 2020-21. He further mentioned that the main agenda of this meeting is to discuss the achievement of the college for the current academic year and to discuss and decide on future qualitative improvement.
2. The IQAC Co-ordinator listed out following important achievement of the college for the academic year 2020-2021
 - a. Finalisation of programme outcome and course outcome for all courses.
 - b. Online admission for all programmes
 - c. Online management of all examinations as per the guidelines of Goa University.
 - d. Teachers training in use of ICT tools and online platforms.
 - e. Qualitative improvement in college infrastructure including library facilities.
 - f. Appointment of faculties on regular bases.
 - g. Conduct of workshops and sessions on research and research publications.
3. The IQAC suggested following qualitative improvement for the academic year 2021-2022.
 - a. conduct of skill based, innovative short-term certificate courses
 - b. Starting research centre in Marathi
 - c. Appointment of permanent Faculty
 - d. Conduct of Green Audit and Academic and Administrative Audit

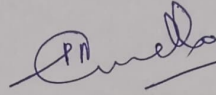


- e. Creating alternate sources of energy and energy conservation
- f. Community development through extension activities
- g. Promotion of Sports and Leisure Activities.
- h. Creating Awareness on Socio-Economic issues, cultural Heritage and Constitutional Rights

The meeting ended with formal vote of thanks by the convenor IQAC Mr. Satish Sanvol at 12.30 pm



(Satish Sanvol)
IQAC Co-ordinator



Prof. (Dr.) Filipe Rodrigues e Melo
Professor and Principal

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