



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

Minutes of the IQAC Meeting held on 26 September 2019 at 11.00 am
in the Arts Block

The following members of the IQAC attended the meeting

- | | |
|--------------------------------|------------------------|
| 1. Dr. Filipe Rodrigues e Melo |Principal |
| 2. Mr. Swaroop Naik |Member (External) |
| 3. Dr. Shankar B. Naik |Government Nominee |
| 4. Prof. Oscar de Noronha |Member |
| 5. Dr. Nirmala de Abreu |Member |
| 6. Dr. Xavier M. Martins |Member |
| 7. Prof. Virendra Amonkar | Member |
| 8. Dr. Roshan Usapkar |Member |
| 9. Prof. Satish Sanvol |IQAC Coordinator |

Mr. Ashish Duple, External member and Mr. Rajaram Parab (Alumni member) informed the Principal of their inability to attend the meeting due to health issues and prior engagement. Ms. Harshali Talkatkar, student member of the IQAC was also absent as she was representing college at some events. Mr Avinash Naik member (senior administration) was Also absent.

The following was the agenda for the meeting:.

1. Welcome Address
2. Reading of the minutes of the last meeting
3. Submission and approval of AQAR (2018)
4. Setting Benchmark and Best practices
5. Suggestion from the Employers/industry stakeholders
6. A.O.B. with the permission of the Chair
7. Vote of thanks

The meeting began with a welcome address by Principal Dr. Filipe Rodrigues e Melo. He mentioned that the student strength has increased in the present academic year and reiterated on the need to increase student strength in view of the investments made by the Government in creating quality infrastructure for this College.

The minutes of the previous meeting were read by the IQAC Co-ordinator, Prof. Satish Sanvol. The minutes were proposed by Prof. Oscar de Noronha and seconded Roshan Usapkar. Points arising out of the minutes were also discussed.



The following points were taken up for discussion:

1. Submission and approval of AQAR (2018-19):

IQAC Co-ordinator Prof Satish Sanvol put before the house the draft report of the College AQAR and asked for remarks and observations of the members of the IQAC committee. Principal Dr. Filipe Rodrigues e Melo asked whether the AQAR report has covered all the details of the activities conducted, especially about the short-term courses such Tally packages etc. Mr. Swaroop Naik wanted to know about the rating of the present AQAR of the college. Prof. Oscar said that that College has come long way and we have a few cases of students who decided to migrate from city colleges to this College. IQAC Coordinator Prof. Satish Sanvol informed the House that AQAR for the academic year 2018-19 will be submitted to the NAAC office Bangalore in the month of December 2019 as per the revised format of NAAC.

2. Setting Benchmark and Best Practices.

Dr. Shankar Naik, Government Nominee on College IQAC, suggested that the College can undertake administrative and academic audit and Directorate of Higher Education can undertake such audit for the institution and proposal may be forwarded to Directorate for this. He suggested having Green Audit of the institution. Further, he stated that ten smart classrooms and one virtual classroom have been approved for this College by the Directorate of Higher Education, Government of Goa. Dr. Naik mentioned that the Directorate is planning to have academic information management system which will help in the management of examination, attendance, college website and other issues.

Dr. Nirmala raised the issue of College website and asked about the availability of proposed website for all Government colleges in Goa to be prepared by the Directorate of Higher Education, Government of Goa. Dr. Shankar Naik mentioned that a dynamic website which will be made available to Government colleges in Goa although the completion is delayed due to file movements.

It was also suggested to extend smart classroom facility to nearby schools and more extension activities can be undertaken with the support of PTA and Alumni Associations.

Dr Shankar Naik suggested purchasing software to check plagiarism and to have training sessions for teachers on MOOCS. He stated that Government has plans to upgrade language and commerce laboratories for this College.

Prof. Oscar de Noronha raised the issue of time taken for approval by DHE for the purchase of books for the College library and requested Dr. Shankar Naik to look into this matter as such delays affect the functioning of the various departments and courses that have been newly introduced.

Dr Shankar Naik highlighted the need to promote research amongst the faculty and suggested to approach national level financing agencies like UGC, MHRD. He also stated that DHE has appointed Dr Vithal Tilve as consultant for promoting research in Goan colleges.



As benchmark for the current Academic year following decisions were taken:

- A) To have at least one research paper by each of the faculty member in a reputed journal recognised by the UGC.
- B) To organise one national and one international seminar every academic year on multidisciplinary issues.
- C) Introduction of MOOCS coursed at least by one or two departments.
- D) Set targets for campus placements.
- E) Facilitate and promote desire to appear in competitive exams.
- F) Establish language and commerce – economics laboratories.
- G) To install Smart boards in class rooms and to create one virtual class-room facility.

3. Suggestion from the employers/ industry stakeholders

Mr Swaroop Naik emphasised that extracurricular activities undertaken by the College must help students to connect with Industry, especially because Industry is looking forward to hiring students with technical abilities. He also said that export-based industries are going to increase over time and expertise in that line will be in demand.

Prof. Oscar inquired about the availability of external resource persons who could help us in designing and conducting job-oriented courses as per demands of the industry. He also mentioned that such courses would help in bridging gap between college and industry. Mr Swaroop Naik said that industry is looking for multi-skilled abilities in their employees and that at least seventy more units/industries are expected to come up in Tuem industrial estate in near future. The College can help in creating a qualified workforce for these industrial units. He emphasised the need for soft skills and ability for data analyses. He further informed the house that Goa Chamber of Commerce and Industry has an education cell which can be approached for inquiry and assistance.

4. Calendar of events (2019-20)

The calendar of event showing proposed activities to be conducted for the academic year 2019-20 was put before the IQAC committee by the IQAC co-ordinator and it was approved unanimously by the committee.

5. AOB

Members made the following suggestions:

- 1) Installation of solar panels.
- 2) Signage regarding disposal of waste, parking and other details.
- 3) Creation of plastic free campus.
- 4) Use of indoor plants.
- 5) Self watering system to save water.
- 6) Changing to LED lights.
- 7) Conduct green audit for campus.

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



[Signature]
Principal
Sant Sobarbanath Ambaye
Govt. College of Arts & Commerce
Virnoda, Pernem-Goa



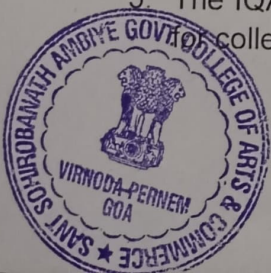
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IQAC MINUTES OF THE MEETING

Dated: 05th December 2019

The IQAC meeting was held in the college IQAC room on 05th December 2019 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.
2. The IQAC Coordinator readout the minutes of the previous meeting and the same were approved unanimously.
3. The Principal Prof. Dr. Filipe Rodrigues e melo informed the house about the installation of 16 smart boards, it was decided to install smartboards in commerce, Arts and Admin buildings. Of the total of 16 smart boards, it was decided to install 5 smart boards each, in the arts and commerce block respectively on the ground floor and 4 smart boards to be installed in the classrooms meant for M. Com and M.A. classes. And the remaining 2 smartboards to be installed in seminar hall and conference room. The Principal Prof. Dr. Filipe Rodrigues e melo informed the house that the college is in touch with vendor Ms Globus enterprises for expediting the work of installation and also to provide training to the staff.
4. The principal informed the house about the approval of the government to renovate and relocate the commerce and eco lab and language lab in the college. It was decided to relocate the commerce and eco lab to newly constructed commerce block and the language lab to be shifted to renovated Admin block from Arts block.
5. The IQAC also took review of other activities in the college. The preparations college annual day celebrations were revived.

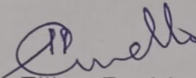


6. The preparation of College AQAR report for 2018-19 was reviewed and it was decided to submit the same on the NAAC portal by end of January 2020. It was also decided to place the AQAR report the officials for the Directorate of Higher education for their appraisal.

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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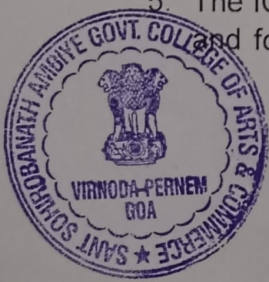
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IQAC MINUTES OF THE MEETING

Dated: 10th February 2020.

The 3rd Annual IQAC meeting for the academic year 2019-20 was held in the college IQAC room on 10th February 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 2019-20 and briefed the members about improvement in ICT facilities with government providing 16 smartboards, two digital podiums and one virtual classroom. He informed that the teachers will be soon trained in the use of this technology by the Globus enterprises, vender for installing this facility.
2. The IQAC also took a review of the new commerce and eco lab and language lab work and it was decided to ask the vendor to expedite the work so that the facilities may be made available to the students.
3. The IQAC discussed the functioning of IGNOU centre where college had decided to start Bcom, Mcom, MA in Economics and MA in Hindi programmes with inhouse councillors in the subject concerned. It was decided to give wide publicity to this center to attract students from neighbouring areas of the state of Maharashtra.
4. 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.
5. 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.

6. 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.
7. The IQAC Co-ordinator placed the annual calendar of event before the house and it was accepted after a brief review.
8. 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 etc. It was also decided to organise national level conferences on hybrid mode using available college virtual classroom.

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

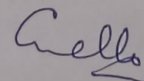
- I) Establishment of Research Centre with 13 recognised Research Guides and with 52 students currently pursuing Ph.D.
- II) Economic Revival plan prepared by the faculty for 12 Panchayats from Pernem Taluka.
- III) Installation of 16 smart Boards and establishment of virtual classroom and digital podium 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

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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IQAC MINUTES OF THE MEETING

Dated: 20th June 2020

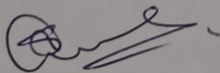
The fourth IQAC meeting for the academic year 2019-20 was held in the college IQAC room on 20th June 2020 from 11.30 am onwards. Following points were discussed: -

1. At the outset the college Principal Prof. (Dr.) Filipe Rodrigues e Melo welcomed the members for the 4th meeting of the college IQAC in the academic year 2019-20. He at the outset thanked the members present for the meeting despite very restrictive environment and 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 place before the committee members the ATR for 2019-2020 and listed out following important achievement of the college during the academic year 2019-2020.
 - a. Establishment of Research Centre with 13 recognised Research Guides and with 52 students currently pursuing Ph.D.
 - b. Economic Revival plan prepared by the faculty for 12 Panchayats from Pernem Taluka.
 - c. Establishment of IGNOU centre with Bcom, Mcom, MA in Economics and MA in Hindi.
 - d. All Goa Book exhibition with display of books by all major publishers from India and Abroad.

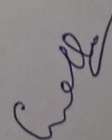


- e. Conduct of FDP Program for teaching and non-teaching staff.
 - f. Conduct of student's orientation through induction programme and other lecture sessions.
 - g. Training on online teaching and moodle basics workshop for faculty.
 - h. Renovation of college canteen block with increase in seating capacity.
 - i. Online management of college Examination and adapting to circumstantial challenges due to covid 19.
 - j. Collection of Teachers Feedback through online mode (Google Form).
 - k. Commencement of M.A. Degree course in Marathi.
 - l. Installation of Smart Classroom boards and Virtual Class room and digital podiums.
 - m. Improvement in sports facilities with installation of new equipment in college Gym.
 - n. Using google forms for data management pertaining to teaching learning activities etc.
3. In respect to future plan of action IQAC suggested following qualitative improvement for the academic year 2020-2021.
- a. Appointment of Faculties on regular basis
 - b. Promotion of research culture by conducting special sessions/FDP
 - c. Improvement in campus Bio-waste Management
 - d. To place emphasis on promoting women's empowerment through community extension and involvement of Local Self-Help Groups.
 - e. Creation of Botanical and Herbal Garden and Setting-up of Butterfly Park
 - f. Improvement in College library facilities.
 - g. Improved usage of Language Lab and Commerce Lab.
 - h. Promotion of Sports and Leisure Activities.
 - i. 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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