

MINUTES OF THE IQAC MEETING HELD ON TUESDAY 27th AUGUST, 2019

A meeting of Internal Quality Assurance Cell (IQAC) of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Tuesday, i.e. 27th August, 2019 at 3:00 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 09th August, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal and Chairperson of IQAC. The following members were present for the meeting.

1. Dr. Sukhaji G. Naik
2. Shri. Dynaeshwar P. Pednekar
3. Dr. Anil Dingre
4. Shri. Dilip Betkekar
5. Shri. Mangurish Pai Raikar
6. Shri. Arun R. Marathe
7. Ms. Ujvala M. Hanjunker
8. Dr. Anil T. Thosare
9. Mr. Sunny R. Kanekar
10. Shri. Rudresh U. Mhamal
11. Shri. Pinkesh D. Dhabolkar
12. Ms. Varsha Ingalthalli
13. Shri. Kedarnath S. Tatkod
14. Shri. Sunny S. Pandhre
15. Shri. Darshan S. Gaonkar
16. Dr. Manisha Kulkarni
17. Shri. Nitesh D. Naik
18. Shri. Rajaram Sandye
19. Shri. Shirshkumar Patil
20. Shri. Omkar Govekar

The following members requested for leave of absence

1. Dr. Allan Abreo
2. Dr. Renji George
3. Shri. Ashutosh Apte
4. Dr. Kedareshwar Narvekar
5. Dr. Manisha Kulkarni

At the outset, the Principal, Dr. M. R. Patil, welcomed the members for the meeting. He informed the members that this is the first full-fledged meeting of Internal Quality Assurance Cell of the College for the academic year 2019-20.



He said that there should be very less notices on the campus and all the correspondence must be through email. He also suggested that the College library must be kept open for the general public in the evening. He requested the management and Principal to approach the industry for CSR funding and start internships and earn while you learn programs for the students. He also suggested that the campus should be made disabled friendly and there should be prizes and scholarships for the students apart from the Government sponsored scholarships.

Shri.Manguirish Pai Raikar suggested that the College should sign a MOU with Jan Shikshan for imparting skills among the students. He also told that MOU can be signed with I-create for imparting entrepreneurial skills among the students. He requested the faculty members to be part of the Goa Commerce Association. He also informed that the College should approach Shri. Deepak Bandekar, Commissioner, Directorate of Commercial Taxes, Government of Goa, Panaji-Goa and request his team to train the students of the College on GST. He suggested that the College should provide students with hygienic food in the College Canteen. He also said that the College campus must be made plastic free and use of water and electricity should be minimised. He requested the Principal to invite resource persons from the industry to orient the faculty and students. He said that faculty members should publish research papers and try to make the college a knowledge institute.

Shri.Dilip Betkekar suggested that a repository of articles must be created and maintained by the College library. The College should be member of National Book Trust, New Delhi. The College should make an appeal to the students that they should gift a book to the library on their birthday. The College should organise seminars for teachers, students and society. The College should also organise conduct workshops on teaching methodology. Dr. Sukhaji G. Naik requested Shri. Dilip Betkekar that the College would wish to sign to have a MOU with Vidya Bharati.

Shri.D.P.Pednekar informed that the College has signed a MOU with V.M.Salgaonkar College of Law, Miramar, Panaji-Goa. He also said that the College will organise a workshops on IPR in association with the V.M.Salgaonkar College of Law. He told that the College is in process of purchasing high speed internet connection for the students. He requested the faculty members to start conducting activities with the institutions which the College has signed MOU. He informed that members that renovation of the office will be done and library will be fitted with air conditioners by the end of the academic year 2019-20. He told that the faculty members should start providing consultancy services in the area of commerce and education. He suggested that the College should quarterly newsletter and the first newsletter must be ready by 30th September 2019 and next two newsletters should be printed in December, 2019 and March 2020.

A.O.B.

1. Shri. Kedarnath Tadmok suggested that the Faculty members must start accepting assignments via email which will be saving a lot of paper. He also suggested that the College should organize an invited lecture on ISO for the faculty members.
2. Shri. Arun Marathe told that the College will be organizing a short term course on book writing and accountancy for the students of B.Com.



AGENDUM 1: Confirmation of the Minutes of the last meeting held on 11th April, 2019

Minutes of the meeting held on 11th April, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Dr. Anil Thosare

SECONDED BY: Shri. Kedarnath Tadkod

AGENDUM 2: Action taken on the minutes arising out of the meeting held on 11th April, 2019.

The action taken report on the minutes arising out of the meeting held on 11th April, 2019 was read during the meeting. Among the fifteen points listed, eleven points were already taken up for action and four points are still to be implemented. Dr. Sukhaji G. Naik told that the remaining four points will be implemented in phased manner.

AGENDUM 3: Annual Quality Assurance Report (AQAR) for the academic year 2018-19.

The Principal informed the members of the IQAC that data collection and compilation for the AQAR is in progress. He informed the members that the College can submit the first AQAR report for the academic year 2018-19 only after 24th September, 2019. He informed that the College was accredited by NAAC on 26th September, 2018. Shri. D.P. Pednekar told the members of the NAAC steering committee to keep all the data ready and upload the data once the portal is open for AQAR submission. He also requested the members identify the things to be done and start working on things which the College could not score during the first cycle. The Principal informed that the Criterion wise committees are working on the points and already the plan to organise various activities is ready for implementation. He requested members of the IQAC to suggest points which the College needs to work on before the second cycle accreditation of NAAC in the year 2022-23.

AGENDUM 4: Post Accreditation preparation for second cycle

The Principal requested the members to suggest points which the College needs to work on for Post Accreditation preparation for second cycle. Dr. Anil Dinge suggested that administrative, academic and green audit need to be done for the College by approved agencies. He told that the alumni and parent teacher association should be registered. He suggested that the College should have policy for disposal of e-waste. He also requested the teachers to participate in state, national and international seminars and conferences and win awards for paper and poster presentations. He requested the Management and Principal to sign Memorandum of Understanding with various Government and Non-government agencies and organise programmes related to health and hygiene, gender issues, Fit India, Swachh Bharat and Nital Goem. He suggested that the NSS Unit of the College should conduct socio-economic survey for the Village. He said that the College can fulfil its institutional social responsibility by undertaking all the above activities. He said that the College must start certificate courses, short term courses and diploma courses for students. He suggested that the College library should be upgraded and maximum e-resources must be available to the students and told that the office should be automated and made paperless.

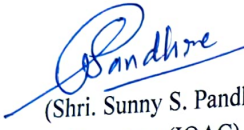



3. Dr. Sukhaji G. Naik told that the College will create a research fund; the amount will be sanctioned to the faculty members to undertake research projects.
4. Dr. M.R. Patil informed the members that the College has received a rare collection of books from Shri. P.P. Shirodkar.
5. Shri. Rudresh Mhamal informed the members that a course on Clay Idol Making has been successfully conducted by the College.


The meeting concluded at 5.00 p.m. with thanks to the members of IQAC present for the meeting.

Date: 29th August, 2019.




(Shri. Sunny S. Pandhre)
Secretary (IQAC)


(Dr. Sukhaji G. Naik)
Co-ordinator (IQAC)


(Dr. M.R. Patil)
PRINCIPAL/CHAIRMAN (IQAC)


Minutes Recorded & Complied by: Sunny S. Pandhre, Secretary (IQAC) & Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvati, Goa.

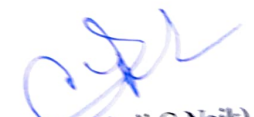


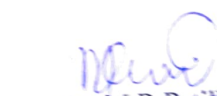
Action Taken Report of IQAC Meeting held on Friday, 27th August, 2019

Sr. No.	Suggestions made during the Meeting	Status on implementation
1	Preparation of AQAR	Data Compilation Completed
2	Prepare a policy for waste disposal	Waste disposal policy is finalised and circulated among the staff members.
3	Conduct of Administrative, Academic and Green Audit.	Govt. Administrative Audit is completed. A presentation on green audit held for the faculty members.
4	The faculty members should publish in Scopus and UGC Listed Journals and present research papers.	02 faculty members have presented research papers and 01 faculty member has published research papers in Scopus and UGC listed journals.
5	Organise Programs on Fit India and Swacch Bharat, for students.	02 programs organised on both the topics suggested.
6	Start a Short Term Course and certificate courses for students.	01 certificate course on Clay Idol making conducted.
7	Office Correspondence should be through email	All the notices about the activities and meeting are emailed to the staff members.
8	Approach industry for funds under CSR	A request letter sent to 02 companies for funds under CSR.
9	Create awareness about scholarships and try to provide maximum benefits of scholarships for students.	The students are being regularly made aware about the different scholarships.

12	Sign MOU with I-create, Vidya Bharati and Jan Shikshan	The faculty members have approached all the three organisations for signing MOU's
11	Library should become member of the National Book Trust New-Delhi	Library is a member of National Book Trust
12	A repository of articles must be created by the library.	A file having articles on various topics is maintained by the College Library.
13	The College should start a quarterly Newsletter	The first issue of the newsletter is released in October, 2019.
14	The College should go for ISO certification	The process of ISO certification for the College is under progress.
15	The College should start a Certificate course on Book Keeping and Accountancy	The draft copy of the syllabus is prepared.
16	The College should organise workshop on IPR in association with V.M. Salgaonkar College of Law	No action Taken
17	The College faculty members should contribute towards research fund of the College	No action Taken
18	The NSS Unit of the College should conduct a socio-economic survey of the Village	No action Taken


(Shri. Sunny S. Pandhre)
Secretary (IQAC)


(Dr. Sukhaji G. Naik)
Co-ordinator (IQAC)


(Dr. M.R. Patil)
Principal/Chairman (IQAC)



**MINUTES OF THE IQAC MEETING HELD ON THURSDAY, 05th DECEMBER, 2019
AND MONDAY 16th DECEMBER, 2019**

A meeting of Internal Quality Assurance Cell (IQAC) of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Thursday, i.e. 05th December, 2019 at 3:30 p.m. and Monday i.e. 16th December, 2019 at 3.00.p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 15th November and 13th December, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal and Chairperson of IQAC. The following members were present for the meeting.

1. Dr. Sukhaji G. Naik
2. Shri. Dnyaneshwar P. Pednekar
3. Dr. Anil Dingre
4. Shri. Mangurish Pai Raikar
5. Dr. Anil T. Thosare
6. Shri. Arun R. Marathe
7. Ms. Ujvala M. Hanjunker
8. Shri. Rudresh U. Mhamal
9. Dr. Varsha Ingalhalli
10. Shri. Kedarnath S. Tadmok
11. Shri. Sunny S. Pandhre
12. Shri. Darshan S. Gaonkar
13. Dr. Manisha Kulkarni
14. Dr. Sonali Shankwalkar
15. Shri. Nitesh D. Naik
16. Shri. Rajaram Sandye
17. Shri. Shirshkumar Patil
18. Shri. Omkar Govekar

The following members requested for leave of absence

1. Dr. Allan Abreo
2. Dr. Renji George
3. Shri. Dilip Betkekar
4. Shri. Ashutosh Apte
5. Dr. Kedareshwar Narvekar
6. Shri. Sunny Kanekar
7. Shri. Pinkesh Dhabolkar

At the outset, the Principal, Dr. M. R Patil, welcomed the members for the meeting. He informed the members that this is the second full-fledged meeting of Internal Quality Assurance Cell of the College for the academic year 2019-20.

AGENDUM 1: Confirmation of the Minutes of the last meeting held on 27th August, 2020

Minutes of the meeting held on 27th August, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Shri. Arun Marathe

SECONDED BY: Shri. Rudresh Mhamal

AGENDUM 2: Action taken on the minutes arising out of the meeting held on 27th August, 2020.

The action taken report on the minutes arising out of the meeting held on 27th August, 2020 was read during the meeting. Among the eighteen points listed, fifteen points were already taken up for action and three points are still to be implemented. Dr. Sukhaji G. Naik told that the remaining three points will be implemented in a phased manner.

AGENDUM 3: Annual Quality Assurance Report (AQAR) for the academic year 2018-19.

The Principal informed the members of IQAC that all the Criterion Convenors have completed filling the AQAR. He requested Shri. Darshan Gaonkar, Convenor of Criterion-I to present the data pertaining to the **Criterion-I** of AQAR. The following suggestions were made by the members of the IQAC

1. Dr. Anil Dingre told that the prospectus copy of the College should be uploaded on the College website. He also suggested that results of the College year wise should be available on the College website and also information relating to the certificate courses conducted by the College along with course content, number of students enrolled etc. should be made available on the College website. He informed that there should be link between the AISHE data and the AQAR data of the academic year.
2. Shri. D.P. Pednekar suggested that each student should be sent an email with regard to course outcomes, time-table, notices about exam, etc. Effort should be made to make the administration paperless. He also told that a list of subjects of both the programs must be available on the College website.
3. Shri. Mangurish Raikar suggested that a feedback from the industry about curriculum must be obtained by the College and all the other feedbacks which are received from parents, alumni, students and teachers must be discussed at the Staff Meeting and action taken report must be prepared.
4. Shri. Kedarnath Tadkod suggested that value added courses must be introduced for the students

Shri. Arun Marathe, Convenor **Criterion-II** presented the data pertaining to the criterion-II of AQAR. The following suggestions were made by the members of the IQAC

1. Shri. D.P. Pednekar suggested that the total sanctioned strength of the students and actual strength of students should be clearly mentioned on the College website. He said that faculty strength also must be mentioned on the College website. He told that the College has already fixed smart boards in all the classrooms and shortly one classroom of the College will be converted into a smart classroom. He instructed the College Accountant to invite quotation pertaining to equipments required to be purchased in case of converting one classroom into a smart class. He requested the Faculty members to regularly conduct the evaluation by using methods like presentation, debate, elocution etc.
2. Dr. Anil Dingde suggested that mentorship program must be strengthened. He told that the mentors must instruct the mentee's to plant and nurture one plant sapling. He said that all the Best practices of the College presented to the NAAC peer team must be carried forward and new and innovative best practices should be added to the list of existing best practices. He requested all the Faculty Members of the College to register for Ph.D. at the earliest and also said that the year wise result in graphical form must be available on the College website.
3. Shri. Mangirish Pai Raikar suggested that value addition to the entire present course curriculum must be made. The feedback mechanism must be made robust and effective. The feedback must be collected at the beginning of the semester and also at the end of the semester. He also said that maximum students of the College should be made aware about the Student Satisfaction Survey and also be told to participate in the student satisfaction survey by NAAC.

Dr. Varsha Ingalthalli, Convenor **Criterion-III** presented the data pertaining to the criterion-III of AQAR. The following suggestions were made by the members of the IQAC

1. Dr. Anil Dingde suggested that a research fund of Rupees One Lakh per year should be provided by the College to the Faculty Members of the College to take-up minor research projects. He also told that the College should make efforts to approach funding agencies for funding minor projects. He requested the faculty members to make efforts in the direction of availing funds for research from various funding agencies. He told that Shri. Sagar Sacordkar, SRS Computer, Ponda-Goa must be invited to deliver an invited lecture on Vedic Mathematics for the Students of the College.
2. Shri. Mangirish Pai Raikar suggested that minor projects on the topic implementation of GST, Mining Effects on Goan Economy must be taken up by the College. He also suggested that the College should start an incubation centre to promote entrepreneurship among the student community.
3. Shri. D.P. Pednekar told that Faculty Members must start publishing their work in Scopus Indexed Journals. He said that minimum one National Seminar must be organized by the College during an academic year. He also instructed the faculty members to send research proposal to the Directorate of Higher Education for organizing National and State Level Seminars. He also suggested that the College should organize health check-up camps and blood donation camp in association with Non-Government Organizations and Local Village Panchayats.

Shri. Rudresh Mhamal, Convenor **Criterion-IV** presented the data pertaining to the criterion-IV of AQAR. The following suggestions were made by the members of the IQAC

1. Shri. D.P. Pednekar suggested that the College Computer Lab must be upgraded. The College should make efforts to develop seminar hall and also an audio-visual room. The Library should be fully automated. The Librarian should ensure that at least one new journal should be subscribed every year and more books should be added to the collection of rare books. The Wi-fi facility must be upgraded.
2. Shri. Mangurish Pai Raikar appreciated that the College has worked out a good arrangement for making purchases related to the institution. He also suggested that along with the current purchase procedure there is a need to also define a procedure for emergency purchase. He also suggested that the Library working hours should be from 8.00 a.m. to 6.00 p.m.

Ms. Ujvala Hanjunker, Convenor **Criterion-V** presented the data pertaining to the **Criterion-V** of AQAR. The following suggestions were made by the members of the IQAC

1. Shri. D.P. Pednekar suggested that College should create awareness about the various scholarship and freeships available to the students. He said that there should be efforts made by the College to start Bridge Courses for the Students.
2. Shri. Mangurish Pai Raikar suggested that the College should maintain database of all the alumni of the College. He also suggested that the College should start skill oriented courses for the students of the College.
3. Dr. Sukhaji G.Naik informed that the College will provide training to the students for answering various competitive exams conducted by the central and state government agencies.

Shri Arun Marathe, Convenor **Criterion-II** presented the data pertaining to the **Criterion-VI** of AQAR. The following suggestions were made by the members of the IQAC

1. Shri. Mangurish Pai Raikar suggested that working of the Purchase Committee can be a good example of decentralization of the College administration. He said that other examples of decentralization mentioned in the AQAR must be retained. He suggested that the College should organize industry-academia interface. He also requested the faculty members to write research papers with industry experts as co-authors.
2. Shri. D.P. Pednekar suggested that the College should conduct the academic audit at the earliest. Faculty Development Programs should be organized. He also told that the green house should be upgraded and programs should be organized by the College for the benefit of stakeholders of the College.

Shri. Kedarnath Tatkod, Convenor **Criterion-VII** presented the data pertaining to the **Criterion-VII** of AQAR. The following suggestions were made by the members of the IQAC

1. Dr. Anil Dingo suggested that there should be a Garbage Disposal Policy of the College. The College should make efforts to replace all the lights with LED tube lights and also work for using solar energy. There should be awareness campaign about water conservation and saving of electricity.
2. Shri. D.P. Pednekar suggested that the College should organize Yoga and Self-defense classes for the students. He also suggested that health centre of the College needs to be upgraded.

3. Shri. Mangurish Pai Raikar suggested that the College should celebrate days of national importance. He also requested the College to sign a MOU with the College of Agriculture in Goa.

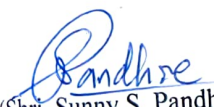
After the presentation of all the seven criterion convenors the members of the IQAC approved the AQAR report 2018-19 and requested the Principal to upload the AQAR report to the NAAC website after incorporating the Changes suggested by the Members of IQAC on or before 23rd December, 2019.


A. O. B.


1. Dr. Anil Thosare informed that the College will submit Performance Appraisal Report to the NCTE by 24th December, 2019. He informed the important points mentioned in the report. The report was approved by the IQAC members for submission to the NCTE.
2. Shri. Arun Marathe presented a draft syllabus of a short term course on Booking Keeping and Accountancy. Shri. Mangurish Pai Raikar suggested that the content of the course should be updated as per the recent changes in the Accounting Standards. The Members of IQAC approved the syllabus subject to incorporation of the changes suggested by the member of IQAC.
3. Shri. D.P. Pednekar suggested that the College should approach the ex-students for their feedback about the Programs and the feedback provided by the students should be uploaded on the College Website.

The meeting concluded at 5.30 p.m. with thanks to the members of IQAC present for the meeting.

Date: 17th December, 2019.


(Shri. Sunny S. Pandhre)
Secretary (IQAC)



(Dr. Sukhaji G. Naik)
Co-ordinator (IQAC)



(Dr. M.R. Patil)
PRINCIPAL/CHAIRMAN (IQAC)


Minutes Recorded & Complied by: Sunny S. Pandhre, Secretary (IQAC) & Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto-Parvari, Goa.

Action Taken Report of IQAC Meeting held on 05th and 16th December, 2019

Sr. No.	Suggestions made during the Meeting	Status on implementation
1	Submission of AQAR 2018-19	AQAR for the academic year 2018-19 submitted.
2	Collect Feedback and analyse the data and prepare action report	Feedback is collected, analysed and action taken report is prepared.
3	Course Outcomes and Time-Table to be displayed on the College website	Course Outcomes and Time-Table displayed on the College website.
4	Teachers should use presentation, debate and elocution as mode of evaluation.	Teachers are evaluating the students by conducting presentation, debate and elocution
5	Mentorship must be strengthened	Mentorship is strengthened with the help of student home visit.
6	Teachers should apply to funding agency for research projects.	One project completed by the Department of Environmental Studies of the College.
7	Health Check-up and Blood Donation Camps must be organised	Two Blood donation camps organized during the academic year 2019-20
8	Awareness on Scholarship needs to be created.	The College has appointed a nodal officer to look after the work relating to scholarship.
9	Performance Appraisal Form to be submitted to NCTE	Performance Appraisal Form submitted to NCTE on 24 th December, 2019.
10	Faculty Members have to publish in Scopus Indexed Journals	One Faculty Member has published two papers in Scopus Journals.
11	College should sign MOU with Agriculture College in Goa and start Incubation Centre	No Action Taken
12	Library to be fully automated	No Action Taken
13	Value Added Courses should be introduced	No Action Taken
14	One Class room to be converted Smart Classroom	No Action Taken


(Shri. Sunny S. Pandhre)
Secretary (IQAC)


(Dr. Sukhaji G. Naik)
Co-ordinator (IQAC)


(Dr. M.R. Pathi)
Principal/Chairman (IQAC)

