

Minutes of the IQAC Meeting held on 31st July, 2021

A meeting of the **Internal Quality Assurance Cell (IQAC)** was held on **Saturday, 31st July, 2021 at 10.30 a.m.** in the College. Prof. Bhushan V. Bhave -Principal & IQAC Chairperson, Chaired the meeting and following members were present for the meeting.

1. Dr. Anil Dinge -Member
2. Prof. Datta B. Naik -Management Representative
3. Shri Shripad Alias Kanta K. Patnekar- Employer's Representative
4. Shri Sanjeev Joglekar -Administrator
5. Shri Sandeep Naik-Industrialist
6. Dr. Rohit Phalgaonkar- Local Representative
7. Dr. Anil Thosare, -Co-ordinator
8. Shri. Arun Marathe-Member
9. Dr. Ujvala Hanjunker -Member
10. Ms. Shreya Fadtte-General Secretary, Students' Council -Member
11. Shri. Rajaram Sandye- Head Clerk, Invitee
12. Shri. Shirshkumar Patil- Accountant- Invitee
13. Shri. Sunny S. Pandhre-Secretary, IQAC

The following members were not present for the meeting.

1. Prof. Manoj Kamat - Stakeholder
2. Ms. Pragati Mokashi- Representative of Alumni Association

Prof. Bhushan Bhave, Principal and Chairperson of IQAC, welcomed the members and invitees to the meeting. He informed that the IQAC of the College is reconstituted and this is the first meeting with newly nominated members. He introduced the external members and management members. Dr. Anil Thosare, Coordinator, IQAC introduced the faculty members, invitees and student member on the IQAC.

Agenda 01: Confirmation of the minutes of the meeting held on 16th December, 2019.

The minutes of the previous staff meeting held on 16th December, 2019 were circulated among the faculty members and unanimously passed by the members.

Proposed by: Dr. Anil Dinge

Seconded by: Shri. Arun Marathe

Agenda 02: Action Taken Report of the meeting held on 16th December, 2019.



The action taken report of the meeting held on 16th December, 2019 was placed before the IQAC. The members suggested that the point where no action is taken, should be completed at the earliest.

Agenda 03: AQAR for the Academic Year 2020-21 to be uploaded in December, 2021.

Dr. Anil Thosare, Co-ordinator of the IQAC, presented to the members about the role and functions of the IQAC. He also informed that AQAR will be submitted to NAAC in the month of December, 2021.

Agenda 04: Preparation for the Second Cycle of National Assessment and Accreditation Council (NAAC)

Shri. Arun Marathe informed that the Criterion wise Convenors of all the Seven Criteria are in the process of data collection for the 2020-21 and the AQAR for Academic Years 2018-19 and 2019-20 have been submitted to NAAC.

Agenda 05: Presentation by Prof. Manoj Kamat, Principal, Shree Mallikarjun College, Canacona, Goa

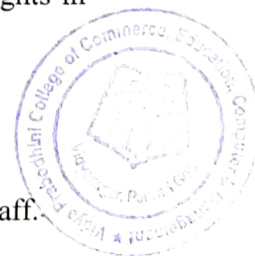
Prof. Manoj Kamat, Principal Shree Mallikarjun College, Canacona, Goa delivered a session on the topic “Developing an Agenda for Sustainable Quality Initiatives” on 30th July 2021 from 10.30 a.m. to 12.30 p.m. through Google Meet Platform. All the Faculty Members of the College attended the session and report of the session is enclosed along with the minutes.

Agenda 06: Views by the Honourable Members of the IQAC

The members of IQAC have suggested points for the College to improve on. The points suggested each member is mentioned below the name of respective IQAC member.

Dr. Anil Dinge

1. AQAR and AISHE data should match for all the Academic Years.
2. COVID-19 SOPs should be followed by the College at all times.
3. Encourage Green Initiatives/Water Harvesting Project/Cent percent LED lights in the camps.
4. Conduct Green Audit/Administrative Audit/Academic Audit
5. Make the Campus friendly for Person with Disability.
6. Workshops and Training Programs should be organised for Non-Teaching Staff.
7. Start Scholarship and Free ship by the College
8. In the Principal’s presentation before NAAC the compliance of the previous suggestions to be incorporated.



9. Fill-up vacant vacancies and encourage faculty members to enrol for Ph.D.
10. Start Certificate Courses/Add on Courses.
11. Conduct Remedial Classes for Students.
12. Every Department of the College should engage in extension activities.
13. Increase the seating capacity of the reading hall of library to 120 seats.
14. Work on Office Automation.
15. Develop a strong repo with Parent Teacher Association and Alumni Association.

Shri Sanjeev Joglekar

16. Use of Solar Energy for the College
17. Start Courses on ISO Certification
18. Plan for Vertical Garden in the Campus
19. Approach Companies for CSR fund for the Elevator.

Shri. Sandeep Naik

20. Organise lectures on Personal Hygiene/First Aid/Self Defence.
21. Sign MOUs with various non-government organisation

Dr. Rohit Phalgaonkar

22. Appoint Counsellor for the students
23. Develop language lab and Commerce lab
24. Start courses in association with NSE/BSE/SEBI.
25. Visit Don Basco College, Panaji to study the activities done by the Alumni Association.

Dr. Shankar Naik

26. Upload AQAR for the years of 2018-19 and 2019-20 on the College Website
27. Prepare a sub-committee to of Faculty Members to compile Statistical Data of the College.
28. Organise Training Programs for writing research papers using Latex Software
29. The faculty should take-up minor and major research projects from the funding agencies and also come up with a research bulletin.
30. Involvement of students on various Statutory Committees of the College.
31. Perform Gap Analysis Report of the first cycle Self Study Report of the College
32. Try to suggest improvement in syllabus to the respective Board of Studies.
33. Feedback should be collected from all the stakeholders, analysed and a year wise report should be kept ready with the College.



34. Develop Vision and Mission for each department of the College.

Ms. Shreya Fadte

35. The College should instruct the Canteen Contractor with regard to hygiene and also timing of the Canteen.

Remarks of the Chairperson of IQAC

The Chairperson informed that College wishes to collaborate with Goa Education Development Corporation and Jan Shikashan Sauntha, Pavari-Goa. He requested Shri. Kanta Patnekar and Shri. Datta Naik, Members of Prabodhan Education Society to start Scholarship for the meritorious students of the College.

Any Other Business

Shri. Sunny Pandhre, Secretary of IQAC informed that Standing Committee of IQAC is constituted by the Chairperson of IQAC for the processing the files for Promotion of Faculty Members under the Career Advancement Schemes. He suggested that report of the Standing Committee will be submitted to the Screening Committee for consideration of the files for promotion of faculty members. All the IQAC member approved suggestion and permitted the Standing Committee to process the file.

Dr. Anil Thosare IQAC Coordinator presented draft policies of Waste management, Environment friendly campus, Energy Conservation & Renewable Energy, Maintaining & Utilizing physical, academic & the support facilities and Gender equity sensitivity. After discussion all the policies have been approve by IQAC.

The meeting ended with thanks to all the members of IQAC by the Principal.

Date: 14th August, 2021.



(Prof. Bhushan V. Bhawe)
Principal & Chairperson, IQAC

**Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and Management
Vidyanagar, Alto-Parvari-Goa**

“Developing an Agenda for Sustainable Quality Initiatives”

Prof. Manoj Kamat, Principal Shree Mallikarjun College, Canacona-Goa delivered a session on the topic on 30th July 2021 from 10.30 a.m. to 12.30 p.m. through Google Meet Platform. All the Faculty Members of the College attended the session. The IQAC of the College organised the session. Prof. Manoj Kamat guided the faculty members on the points mentioned below

1. Document the process/steps of all the work done in the College and Standardise the process.
2. Go through the new AQAR format by NAAC.
3. College Director of Physical Education and Sports, College Librarian, Accountant, Head Clerk can be put as in-charge of Criterion of NAAC.
4. Seven Criterion should have 07 Convenors and 07 Joint Convenors. Joint Convenors will be Convenors during the next NAAC Assessment.
5. Have 04 meeting of IQAC in an academic year. The IQAC should also conduct joint meeting with faculty, Non-teaching staff, Parents, Students, Alumni. Total 08 meeting in a year.
6. Each meeting conducted should have a notice, agenda, minutes and attendance sheet.
7. The IQAC should review conduct the activities during the academic year.
8. There should be NSS Advisory Committee
9. There should a time table of meeting to be held during the academic year.
10. There should be a common format of minutes and action taken report.
11. The outcome of the programs should be measurable.
12. Each year the programs conducted should be revolving around a particular theme.
13. The College should have common format of invitation/thanking letter/activity report.
14. A detailed academic plan should be prepared at the beginning of each academic year. It should contain tentative date/details of proposed activity/ remark (for writing implementation)
15. Prepare manual for the following:
 - a. Recruitment Policy
 - b. Finance Policy
 - c. Library Policy
 - d. IT Policy
 - e. Plagiarism Detection Policy
 - f. Leave Policy
16. Have MOUs with Government and Non-Government Associations for 3 years duration.
17. Develop a strong connect with Industry, Society, Educational Institutions.
18. Organise Webinars Series.

Prof. Bhushan Bhawe, Principal welcomed and introduced Prof. Manoj Kamat and Dr. Anil Thosare, Co-ordinator, IQAC extended thanks to the resource person and faculty members of the College.

Date: 31st July, 2021.



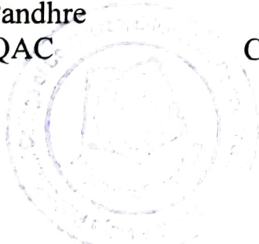
Shri. Sunny Pandhre
Secretary, IQAC



Dr. Anil Thosare
Coordinator, IQAC



Prof. Bhushan Bhawe
Principal & Chairperson, IQAC



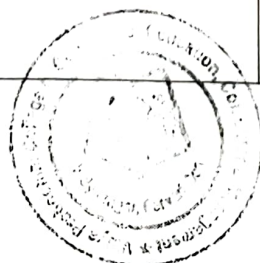
**Prabodhan Education Society's
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Action Taken Report of the Minutes of IQAC Meeting held on 31st July, 2021

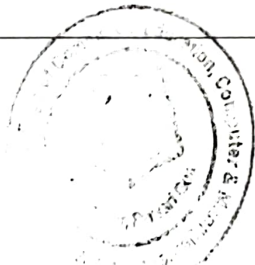
| Sr. | Suggestion | Work Assigned to | Status |
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| 1 | AQAR and AISHE data should match for all the Academic Years. | NAAC, IQAC and AISHE committees | The Convenors of all the three Committees are informed and the work is in progress. |
| 2 | COVID-19 SOPs should be followed by the College at all times. | Head Clerk | Covid -19 SOPs are being followed in the institution at all the times. |
| 3 | Encourage Green Initiatives/Water Harvesting Project/Cent percent LED lights in the camps. | Convenor Criterion VII of NAAC | The zonal office of agriculture Department, Govt. of Goa has sponsored agricultural equipment's worth Rs. 50,000/- The College has installed 100% LED lights in the college campus. |
| 4 | Conduct Green Audit/Administrative Audit/Academic Audit | Convenors of Criterion IV & VII | Nil |
| 5 | Make the Campus friendly for Person with Disability. | Management of Prabodhan Education Society | Quotations for the work have been invited and work will commence soon. |
| 6 | Workshops and Training Programs should be organised for Non-Teaching Staff. | Heads of the Departments of Commerce and Education | The Head clerk will organise training for Non-Teaching Staff in December 2021/January 2022. |
| 7 | Start Scholarship and Free ship by the College | Management of Prabodhan Education Society | The Secretary of the management has approached several various NGO's. Information about Scholarships and freeships is communicated to the students. Ten Students have been shortlisted by Rotary Club for Scholarship |
| 8 | In the Principal's presentation before NAAC the compliance of the previous suggestions to be incorporated. | IQAC and NAAC Steering Committee | Respective Committees have been informed. |
| 9 | Fill-up vacant vacancies and encourage faculty members to enrol for Ph.D. | Management of Prabodhan Education Society | Two full time, 03 Contract Basis, 02 Non-Teaching staff, 01 Counsellor and 15 lecture basis teachers are appointed during 2021-22. |



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| 10 | Start Certificate Courses/Add on Courses. | Heads of Departments and In-charge Teacher of the Subject | One Certificate course in Banking started from 15 th and other two courses in History and Konkani will be held in odd semester. |
| 11 | Conduct Remedial Classes for Students. | All the Faculty Members | The teachers are engaged in remedial classes. |
| 12 | Every Department of the College should engage in extension activities. | Heads of Departments and In-charge Teacher of each Subject | All teachers are working for creating awareness about Socio-Economic Survey to be conducted by NSS unit (As apart of 75 hours of community work). |
| 13 | Increase the seating capacity of the reading hall of library to 120 seats. | Management of Prabodhan Education Society | Construction of extension of reading hall on the fourth floor of the College is in progress. |
| 14 | Work on Office Automation. | Head Clerk with the guidance from the Principal & Management. | Notices and circulars are shared through emails, Whatsapp etc. and also a copy is uploaded on the College Website. |
| 15 | Develop a strong repo with Parent Teacher Association and Alumni Association. | Convenors of Committees looking after Parent Teacher Association and Alumni Association. | Both the Committee meetings are held on regular basis and activities are planned for Academic Year 2021-22. |
| 16 | Use of Solar Energy for the College | Convenor of Criterion IV with the guidance of the Management | The installation of Solar panels on the roof top of the building is in progress. |
| 17 | Start Courses on ISO Certification | Head of the Department of Commerce | Nil |
| 18 | Plan for Vertical Garden in the Campus | Convenor of Criterion IV with the guidance of the Management | Nil |
| 19 | Approach Companies for CSR fund for the Elevator. | Management of Prabodhan Education Society | 05 private Organisations have been approached for CSR funds for the elevator. |
| 20 | Organise lectures on Personal Hygiene/First-Aid/Self Defence. | Convenor of Criterion V in association with the College Director for Sports and Physical Education | Talk on Personal Hygiene held and talk on First-Aid/ Self Defence will be held in December, 2021. |



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| 21 | Sign MOUs with various non-government organisation | Convenor of Extension Committee to encourage all the faculty Members | The College is in process to Sign a MOU with Jan Shikshan Saunsthan, Porvorim and 02 Colleges in Education from the state of Maharashtra. |
| 22 | Appoint Counsellor for the students | Management of the Prabodhan Education Society | Counsellor is appointed. |
| 23 | Develop language lab and Commerce lab | Head of Department of Commerce and In-charge Teachers for all languages | Nil |
| 24 | Start courses in association with NSE/BSE/SEBI. | Head of the Department of Commerce | Nil |
| 25 | Visit Don Basco College, Panaji to study the activities done by the Alumni Association. | Convenor of the Alumni Committee | Nil |
| 26 | Upload AQAR for the years of 2018-19 and 2019-20 on the College Website | ICT, In-charge | AQAR reports are uploaded on the website. |
| 27 | Prepare a sub-committee to of Faculty Members to compile Statistical Data of the College. | Convenor of the Criterion II for NAAC and Convenor of Activity and Record Maintaining Committee | Informed members of the Activity and record maintaining committee. |
| 28 | Organise Training Programs for writing research papers using Latex Software | Convenor of the Research and Consultancy Cell of the College | One day workshop is planned in the month of February, 2022. |
| 29 | The faculty should take-up minor and major research projects from the funding agencies and also come up with a research bulletin. | Convenor of the Research and Consultancy Cell of the College, Heads of the Department and In-charge Teachers of each subject | Nil |
| 30 | Involvement of students on various Statutory Committees of the College. | Secretary of the Staff | Students are nominated on the various committees of the college. |
| 31 | Perform Gap Analysis Report of the first cycle Self Study Report of the College | Convenor of the NAAC Steering Committee | The NAAC Steering Committee is informed about the report. |
| 32 | Try to suggest improvement in syllabus to the respective Board of Studies. | Heads of the Department and In-charge Teachers of each subject | Nil |



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| 33 | Feedback should be collected from all the stakeholders, analysed and a year wise report should be kept ready with the College. | Convenor of the Criterion I of NAAC | The feedback for Academic year 2020-21 is collected, analysed and report is kept ready. |
| 34 | Develop Vision and Mission for each department of the College. | Heads of the Department and In-charge Teachers of each subject | Nil |
| 35 | The College should instruct the Canteen Contractor with regard to hygiene and also timing of the Canteen. | Convenor of the College Canteen Committee | The Canteen Committee is periodically checking the hygiene. Dr. Manisha Kulkarni, Asst. Professor in Education and students representative members of the canteen committee. |
| 36 | The processing the files for Promotion of Faculty Members under the Career Advancement Schemes. | Convenor of the Standing Committee of IQAC | 12 CAS files have been processed for promotions and 06 more will be taken up by end of the January 2022. |



(Handwritten signature)

(Prof. Bhushan V. Bhave)
PRINCIPAL