



Govt. Reg. No. AC-18

Tel. No. 0832-2633422/433

**Dnyan Prabodhini Mandal's**  
**SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE**  
**DELEM-CANACONA, GOA 403702**



E-mail ID: [shreemallikarjuncollege@gmail.com](mailto:shreemallikarjuncollege@gmail.com)

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## INTERNAL QUALITY ASSURANCE CELL

### Details of IQAC Meetings for the year 2018-19

Sr. No.	Name of the Meeting	Date of Meeting	Action Taken Report (ATR)	Page Nos.
1.	IQAC Executive Meet (1)	16/10/2018	Yes	1-8
2.	IQAC & Staff Meet (1)	20/10/2018	Yes	9-17
3.	IQAC & Student Meet (1)	22/10/2018	No	18-25
4.	IQAC & P.T.A. Meet (1)	20/11/2018	Yes	26-29
5.	IQAC & Staff Meet (2)	12/03/2019	Yes	30-41
6.	IQAC & Alumni Meet (2)	22/03/2019	No	42-44
7.	IQAC & Student Meet (2)	27/03/2019	No	45-48
8.	IQAC Executive Meet (2)	02/05/2019	Yes	49-59
9.				
10.				
11.				
12.				
13.				
14.				



*Manj*  
*Tam*

Annexure : All Notices and Minutes (1) to (8) with ATR



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Date: 15/10/2018

## NOTICE

A meeting of the IQAC Committee Members is scheduled on 16/10/2018 at 1:00 pm. in College Auditorium.

All IQAC Members are informed to attend the Meeting.

### Agenda:

- 1) Confirmation of the minutes of last meeting
- 2) AQAR Submission
- 3) New Initiatives by IQAC
- 4) Planning of Academic Activities
- 5) NAAC Criterion Meetings
- 6) Verification of PBAS Forms
- 7) Result Analysis of the academic year 2017-2018
- 8) AoB

  
15/10/2018  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat



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**Following Members attended the meeting held on 16/10/2018**

1. Dr. Manoj S. Kamat	Principal
2. Dr. F.M.Nadaf	Vice- Principal
3. Shri. K.B. Gaonkar	Secretary, DPM
4. Dr. Rupa Chari	IQAC Coordinator
5. Shri. Ramdas Sawant	Head Clerk
6. Shri. Sandesh Faldesai	Accountant
7. Mrs. Savita Tawadkar	Employer
8. Mr. Mario Fernandes	Industrialist
9. Mr. Abel Barretto	Stakeholder
10. Mrs. Indira Pai-Kudalkar	Alumni
11. Mr. Shriniwas Prabhu	Alumni
12. Mr. Savio Leitao	Teaching Faculty
13. Miss. Abigel Barretto	Ladies Representative





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**Minutes of Meeting held on 16/10/2018 with IQAC Members**

Date : 16/10/2018	Meeting Time : 1:00 p.m.	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Meeting with IQAC Members	
Facilitator Name	IQAC Members	
Note Taker	IQAC Coordinator	
Time Keeper Name	IQAC Coordinator	
Attendance	List is enclosed	
Agenda Topic No.1	Confirmation of the minutes of last meeting	
	Minutes of the last meeting were read and confirmed.	
Agenda Topic No.2	AQAR Submission	
	It was informed that final touches to AQAR writing is going on and will be sent to NAAC.	
Agenda Topic No.3	New Initiatives by IQAC were planned.	
	<ol style="list-style-type: none"><li>1. Harmony through CREDIT : Celebrating Religious Diversity (Religious Festivals)</li><li>2. Graduation Day</li><li>3. Placement Brochure (Soft and Hard Format)</li><li>4. Department Newsletters (half yearly &amp; yearly)</li><li>5. Multi-Channel Approach for Feedback from Stakeholders</li><li>6. Enactment of 5 Policies</li></ol> <p style="text-align: center;">a) Parent Teacher Association</p>	





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- b) Maintenance Policy Document
- c) Environment Policy Document
- d) MoU Policy Document
- e) Sports Policy Document
- 7. Department Promotion Posters ( Soft & Hard Format)
- 8. Participation in FICCI
- 9. Participation in India Today National Ranking
- 10. Participation in NIRF
- 11. Integration of ISA and Project with Exam Committee
- 12. Centralized ISA
- 13. Standards of Practice (SOP) for Departments, Statutory Committees & Office
- 14. Adoption of " Outcome-Based Learning" in view of CBCS
- 15. Partnering with Media for PR & Branding
- 16. Parent Appreciation Day
- 17. Formation of Policies (Maintenance, Environment, MoU , Sports )
- 18. Course Outlines in New AAA Format
- 19. Competency –building through Compulsory 30-Hour Five Certificate Courses ( Value-based, Employability Oriented, Skill-based)
- 20. Standardized Format of Departmental Reports.
- 21. Expansion of IQAC Body
- 22. Service learning
- 23. Newspaper Reporting
- 24. Celebrations of Religious Days
- 25. Regular meetings with IQAC
- 26. Regular meetings with Board Members, Teaching Staff and Office Staff
- 27. Redesigned Teaching Plan
- 28. Gender Sensitization
- 29. Awareness Programmes



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	27. Redesigned Teaching Plan 28. Gender Sensitization 29. Awareness Programmes 30. Handbook for Teachers, Students and Office Staff
<b>Agenda Topic No. 4</b>	<b>Planning of Academic Activities</b>
	Presenter : IQAC Coordinator
	All activities were scheduled month wise to be conducted through Departments/ Cell/ Committees.
<b>Agenda Topic No. 5</b>	<b>NAAC Criterion Meetings</b>
	Presenter : NAAC Coordinator
	NAAC Coordinator capsuled Criterion meetings .
<b>Agenda Topic No.6</b>	<b>Verification of PBAS Forms</b> Presenter : Vice Principal
	Vice Principal informed that some teachers have submitted PBAS forms for promotion and regular Self-Appraisal forms for verification. It was decided to complete the verification of PBAS forms submitted by Dr. Mrs.Pramada Desai for the promotion of Associate Professor at earliest.
<b>Agenda Topic No 7</b>	<b>Result Analysis of the academic year 2017-2018</b>
	Presenter : Dr. Manoj S. Kamat
	Principal presented Result Analysis of the Academic Year 2017-2018.
<b>AOB</b>	As there were no issues, IQAC Coordinator proposed Vote of Thanks.

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj S. Kamat

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**ACTION PLAN REPORT OF THE IQAC MEETING HELD ON 16/10/2018**

**Action Plan :**

Sr. No	Activity	Action Plan	Responsibility
1	Harmony Through CREDIT	To organize programmes	Dr. Rupa Chari & Ms. Domitel D'Souza
2	Graduation Day	To organize Graduation Day	Ms. Domitel D'Souza
3	Placement Brochure	To prepare Placement Brochure	Shri. Vividh Pawaskar/ Dr. Rupa Chari
4	Department Newsletters	To prepare Newsletters	All HoDs
5	Multi-Channel Approach for Feedback from Stakeholders	To collect Feedback	NAAC Criterion I Incharge
6	Enactment of 5 policies	To prepare Policies	All HoDs
7	Department Promotion Posters	Preparing Posters	All HoDs
7	Participation in FICCI	Documentation for FICCI	Dr. F.M. Nadaf
8	Participation in India Today	Documentation for India Today	Dr. F.M. Nadaf/ Shri. Vividh Pawaskar
9	Participation in NIRF	Documentation for NIRF	Dr. F.M. Nadaf/ Shri. Vividh Pawaskar
10	Integration of ISA and Project with Exam Committee		Exam Committee
11	Centralized ISA		Exam Committee

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12	Standards of Practice (SOP) for Departments, Statutory Committees & Office	Initiate SOP	All HoDs
13	Adoption of " Outcome-Based Learning" in view of CBCS		All HoDs
14	Partnering with Media for PR & Branding		
15	Parent Appreciation Day	To call PTA Meeting	Dr. Rupa Chari
16	Maintenance Policy Document	Initiate Maintenance Policy	IQAC Coordinator
17	Environment Policy Document	Initiate Environment Policy	NSS Convenor
18	MoU Policy Document	To prepare MoU Policy Document	All HoDs
19	Sports Policy Document	To prepare Sports Policy Document	Physical Director
20	Course Outlines in New AAA Format	Initiate AAA	Principal & IQAC
21	Competency –building through Compulsory 30-Hour Certificate Course	Certificate Courses should be launched ( Value-based, Employability Oriented, Skill-based)	NAAC Criterion I/ All Dept.



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22	Standardized Format of Departmental Reports.	To be framed	All HoDs
23	Regular Meetings with IQAC	To plan regular meetings with IQAC Executive Committee, Teaching & Office staff, Students, Alumni, Parents	IQAC Coordinator
24	Gender Sensitization	To Organise Programmes	All Depts.
25	Awareness Programmes	To organize Programmes	All Depts.
26	Handbook for Teachers, Students and Office Staff	To prepare the Handbook	NAAC Coordinator

  
IQAC Coordinator  
**Dr. Rupa Chari**

  
Principal  
**Dr. Manoj S. Kamat**



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**Date: 18/10/2018**

**NOTICE**

A meeting of the IQAC Members with Teaching Staff is scheduled  
On 20/10/2018 at 1:00 p.m. in College Auditorium.

**Agenda:**

- 1) Confirmation of the last Meeting
- 2) IQAC Initiatives
- 3) Action Plan
- 4) Academic College Activities
- 5) Mentoring
- 6) Goal for IQAC Current Year
- 7) NAAC IPR Workshop
- 8) AoB

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat

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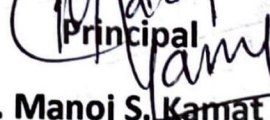
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**Following Teaching & Office Staff were present for the Meeting held on 20/10/2018**

- |                              |                  |
|------------------------------|------------------|
| 1) Dr. Manoj S.Kamat         | Principal        |
| 2) Dr. F.M. Nadaf            | Off. Principal   |
| 3) Dr. Jagmohan Singh        | IQAC Coordinator |
| 4) Dr. C.P.Hiremath          |                  |
| 5) Dr. Rupa Chari            |                  |
| 6) Ms. Domitel D'Souza       |                  |
| 7) Dr. Sucheta Naik          |                  |
| 8) Mr. Sandesh Sawant        |                  |
| 9) Mr. Vividh Pawaskar       |                  |
| 10) Dr. Pramada Desai        |                  |
| 11) Mr. Savio Leita          |                  |
| 12) Dr. Geeta Walvekar       |                  |
| 13) Mrs. Kshama Desai        |                  |
| 14) Mrs. Tanuja Falde        |                  |
| 15) Dr. Purnanand Chari      |                  |
| 16) Mr. Arvind Haldankar     |                  |
| 17) Mrs. Padmavati Tubachi   |                  |
| 18) Mr. Anand Velip          |                  |
| 19) Ms. Karishma Parsekar    |                  |
| 20) Shri. Ramdas Sawant      |                  |
| 21) Shri. Sandesh Falde      |                  |
| 22) Shri. Bhalchandra Desai  |                  |
| 23) Mrs. Manuja Naik Gaonkar |                  |
| 24) Shri. Rajesh Gaonkar     |                  |
| 25) Shri. Vithoba Delip      |                  |
| 26) Shri. Krishna Vagonkar   |                  |
| 27) Shri. Ravi Komarpant     |                  |

  
IQAC Coordinator

**Dr. Rupa Chari**

  
Principal  
**Dr. Manoj S. Kamat**



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**Minutes of the IQAC Meeting with Teaching Staff held on 20/10/2018**

Date : 20/10/2018	Meeting Time : 1:00 p.m.	Location : Auditorium
Meeting called by	Off. Principal .Dr. F.M. Nadaf	
Types of Meeting	IQAC Meeting with Teaching Staff	
Facilitator Name	Teaching Staff	
Note Taker	IQAC Coordinator	
Time Keeper Name	IQAC Coordinator	
Attendance	List is Enclosed	
Agenda Topic No. 1	<b>Confirmation of the Last Meeting held on 5/5/2018</b>	
	<b>Presenter : Dr. Geeta Walvekar</b>  Minutes of the meetings were read and confirmed.	
Agenda Topic No.2	<b>Initiatives by IQAC</b>	
	<ol style="list-style-type: none"><li>1. Graduation Day</li><li>2. Placement Brochure (Soft and Hard Format)</li><li>3. Department Newsletters (half yearly &amp; yearly)</li><li>4. Adoption of " Service Learning" Method</li><li>5. Multi-Channel Approach for Feedback from Stakeholders</li></ol>	





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6. Department Promotion Posters ( Soft & Hard Format)
7. Participation in FICCI
8. Participation in India Today
9. Participation in NIRF
10. Integration of ISA and Project with Exam Committee
11. Centralized ISA
12. Branding Exercise : Eagle College Mascot with Philosophy, College Anthem set to tune & College Flag
13. Standards of Practice (SOP) for Departments, Statutory Committees & Office
14. Adoption of " Outcome-Based Learning" in view of CBCS
15. Partnering with Media for PR & Branding
16. Meetings using Robert's Rules of Order ( Parliamentary Procedure), Six Thinking Hats (for avoiding conflict and giving a unified sense of direction) Action Marked & Action Taken Reports
17. Parent Appreciation Day
18. Maintenance Policy Document
19. Environment Policy Document
20. MoU Collaborations
21. Sports Policy Document
22. Course Outlines in New AAA Format
23. Competency –building through Compulsory 30-Hour Certificate Course ( Value-based, Employability Oriented, Skill-





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	based) 24. Standardized Format of Departmental Reports. 25. Expansion of IQAC Body 26. Service Learning 27. Newspaper Reporting 28. Celebrations of Religious Days 29. Certificate Course 30. Regular meetings with IQAC 31. Regular meetings with Board Members, Teaching Staff and Office Staff 32. Redesigned Teaching Plan 33. Gender Sensitization 34. Awareness Programmes 35. Handbook for Teachers
<b>Agenda Topic No. 3</b>	<b>Planning of Academic Activities</b>
	Presenter : IQAC Coordinator
Time allotted : 15 Min	All activities were scheduled month wise to be conducted through Departments/ Cell/ Committees.
<b>Agenda Topic No. 4</b>	<b>NAAC Criterion Meetings</b>
Time allotted : 15 Min	Presenter : NAAC Coordinator
	NAAC Coordinator informed all the respected Criterion Incharges to conduct regular meetings.
<b>Agenda Topic No. 5</b>	<b>AoB</b>
	Staff Secretary proposed Vote of Thanks.



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**ACTION PLAN REPORT OF THE IQAC MEETING WITH STAFF HELD ON**  
**20/10/2018**

**Action Plan :**

Sr. No	Activity	Action Plan	Responsibility
1	Harmony Through CREDIT	To organize the programmes	Dr. Rupa Chari & Ms.Domitel D'Souza
2	Graduation Day	Organisation of the Graduation Day	Ms. Domitel D'Souza
3	Placement Brochure	To prepare Placement Brochure	Shri. Vividh Pawaskar/ Dr. Rupa Chari
4	Department Newsletters	To prepare Newsletters	All HoDs
6	Multi-Channel Approach for Feedback from Stakeholders	To collect Feedback	NAAC Criterion-I
7	Department Promotion Posters	Preparing Posters	All HoDs
8	Participation in FICCI	Documentation for FICCI	Dr. F.M.Nadaf
9	Participation in India Today	Documentation for India Today	Dr. F.M.Nadaf/ Shri. Vividh Pawaskar
10	Participation in NIRF	Documentation for NIRF	Dr. F.M.Nadaf/ Shri. Vividh





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			Pawaskar
11	Integration of ISA and Project with Exam Committee	Joining the exam committee members	Exam Commiittee
12	Centralized ISA	To conduct ISA in centralized mode	Exam Commiittee
13	Branding Exercise : Eagle College Mascot with Philosophy, College Anthem set to tune & College Flag		All HoDs
14	Standards of Practice (SOP) for Departments, Statutory Committees & Office	Initiate SOP	All HoDs
15	Adoption of " Outcome-Based Learning" in view of CBCS	Adoption of Outcome Based Learning methods	All HoDs
16	Partnering with Media for PR & Branding		
17	Meetings using Robert's Rules of Order ( Parliamentary Procedure), Six Thinking Hats (for avoiding conflict and giving a unified sense of direction) Action Marked & Action Taken Reports		Shri. Vividh Pawaskar
18	Parent Appreciation Day	To call PTA Meeting	Dr. Rupa Chari
19	Maintenance Policy Document	Initiate Maintenance	IQAC Coordinator





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		Policy	
20	Environment Policy Document	Initiate Environment Policy	NSS Convenor
21	MoU Policy Document	To prepare document	All HoDs
22	Sports Policy Document	To prepare document	Physical Director
23	Course Outlines in New AAA Format	Initiate AAA	Principal & IQAC
24	Competency –building through Compulsory 30-Hour Certificate Course	Certificate Courses should be launched ( Value-based, Employability Oriented, Skill-based)	NAAC Criterion I/ All Dept.
25	Standardized Format of Departmental Reports.	To be framed	All HoDs
26	Regular Meetings with IQAC	To plan regular meetings with IQAC Executive Committee, Teaching & Office staff, Students, Alumni, Parents	IQAC Coordinator
27	Redesigned Teaching Plan		IQAC Coordinator



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28	Gender Sensitization	To Organise Programmes	All Depts.
29	Awareness Programmes	To organize Programmes	All Depts.
30	Handbook for Teachers	To prepare Handbook	NAAC Coordinator

  
IQAC Coordinator

20/10/2018  
Dr. Rupa Chari

  
Principal

25/10  
Dr. Manoj S. Kamat



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Date: 17/10/2018

## NOTICE

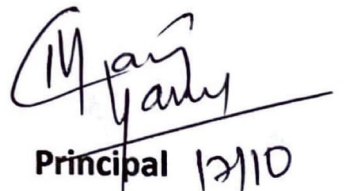
A meeting of the IQAC Members is scheduled with the College Students on 22/10/2018 at 11:30 am. In College Auditorium. All the Students of FY/SY/TY.B.A. /B.Com/B.Sc. Students.

All are informed hereby to attend the Meeting.

### Agenda :

- 1) Welcome Speech & Functioning of the College
- 2) Presentation by College Committee Coordinators
- 3) Introduction of Teaching Staff to Students
- 4) Examination
- 5) Value Added Courses
- 6) Mentoring
- 7) AoB

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal 12/10  
Dr. Manoj Kamat





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**Dnyan Prabodhini Mandal's**  
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**Following students attended the meeting held on 22/10/2018.**

Sr. No.	Names of the Students	Class
1	Pagui Diksha Omu	FYBA
2	Dhuri Vaishnavi Abhay	FYBA
3	Desai Abhishek Ashok	FYBA
4	Barreto Adonna Yuri	FYBA
5	Velip Ram Fondu	FYBA
6	Bandekar Prajot Shambu	FYBA
7	Pai Bhatikar Prathama Pradeep	FYBA
8	Patil Rakshana Shantram	FYBA
9	Gaonkar Divya Datta	FYBA
10	Fal Dessai Sonali Ashok	SYBA
11	Gaonkar Sonia Kushali	SYBA
12	Fernandes Cassel	SYBA
13	Pagi Gautami Gopinath	SYBA
14	Naik Shobha Hirappa	SYBA
15	Velip Sonali Putu	SYBA
16	Bhagat Balsu Satendra	SYBA
17	Gaonkar Sevika Babulo	SYBA
18	Gaonkar Indrajeet Yeshwant	SYBA
19	Kankonkar Soniya Suresh	TYBA
20	Bholnekar Akshavi Dattram	TYBA



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21	Koppal Parvin Rafik	TYBA
22	Gaonkar Prashant Narayan	TYBA
23	Gaonkar Sairaj Vasant	TYBA
24	Ray Deepika	FYBCOM
25	Khule Yeshwant Sumant	FYBCOM
26	Pagui Samai Shanu	FYBCOM
27	Velip Ajay Ratnakar	FYBCOM
28	Pagui Pravesh Tolio	FYBCOM
29	Badiger Prakash Basvraj	FYBCOM
30	Gaonkar Tushar Tolu	FYBCOM
31	Bhat Pinge Sakshi Sanjay	FYBCOM
32	Komarpant Nehal N.	SYBCOM
33	Kapdi Pallavi Pralhad	SYBCOM
34	Naik Roshni Ramdas	SYBCOM
35	Corte John Maicoal	SYBCOM
36	Gaonkar Swapnil Sadanand	SYBCOM
37	Mokhardkar Vinod Tulshidas	SYBCOM
38	Chari Priyanka Kiran	TYBCOM
39	Pagi Upendra Uday	TYBCOM
40	Velip Archana Arjun	TYBCOM
41	Pagui Daliksha Dinesh	TYBCOM
42	Dessai Karan Krishna	TYBCOM
43	Gosavi Tanaya Sarvanand	FYBSC
44	Dalal Samiksha Surendra	FYBSC
45	Velip Priya Maruthi	FYBSC



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46	Komarpant Riya Jagdish	FYBSC
47	Rane Shreya Jagdish	FYBSC
48	Desai Utkarsh Ajay	FYBSC



**Minutes of Meeting held on 22/10/2018 with College Students**

Date : 22/10/2018	Meeting Time : 11:30 a.m.	Location : Auditorium
Meeting called by	Dr. Manoj S. Kamat	
Types of Meeting	FY/SY/TY Students Meeting	
Facilitator Name	All Students	
Note Taker	Student	
Time Keeper Name	Student	
Attendance	FY/SY/TY Students	
Agenda Topic No. 1	<b>Welcome Speech &amp; Functioning of the College</b>	
Time Allotted : 30 Min	Presenter : Dr. Manoj S. Kamat	
	<p>Principal welcomed all students and introduced all Staff Members subject wise. Principal explained in detail about the functioning of the following agenda :</p> <ol style="list-style-type: none"><li>1) CBCS Syllabus</li><li>2) College activities</li><li>3) NSS</li><li>4) NCC</li><li>5) Discipline</li><li>6) Exam</li><li>7) Visiting Faculties</li><li>8) Scholarship</li><li>9) Library</li><li>10) Canteen Facility</li><li>11) Anti-Ragging</li></ol>	



	<ul style="list-style-type: none"><li>12) Attendance</li><li>13) Identity Card</li><li>14) PTA</li><li>15) Conferences/Workshops/ Seminars/ Symposium</li><li>16) Mentoring</li><li>17) Alumni Association</li><li>18) NAAC &amp; IQAC</li><li>19) Sports activity</li><li>20) College Website/ FB/ Twitter</li><li>21) Certificate Courses</li><li>22) Student Satisfaction Survey</li><li>23) ISO</li><li>24) College Magazine</li><li>25) Subject wise WhatsApp Group</li><li>26) Observing National Days</li><li>27) Handbook for Students</li></ul>
<b>Agenda Topic No.2</b>	<b>Presentation by College Committee Coordinators</b>
<b>Time Allotted : 30Min</b>	<b>Presenter : All Committee Incharges</b>
	All the Incharges presented the information of respective committees in detail for the students. Committee functioning were made accessible to the students present in Swagat Meeting. Departmental features were underlined to the students by respective Head of the Department.
<b>Agenda Topic No.3</b>	<b>Introduction of Teaching Staff to Students</b>
	During this hour, Teaching Faculty was introduced to the students followed by





	various Committee details such as IQAC, Mentoring, Examination, Cultural, NSS, Sports, Annual Social Gathering, Grievance, etc.
<b>Agenda Topic No.4</b>	<b>Examination</b>
	<p>It was informed to the students that there shall be two modes of evaluation of the academic performance of the students offering the B.A./B.Com/B.Sc.Course namely, the Intra Semester Assessment (ISA) and the Semester End Examination (SEE). The ISA shall be conducted twice in a given Semester once through a test and the other by using alternate modes of evaluation such as assignment, presentation, orals etc. Isa shall not be conducted for the practical component. The schedule of ISA shall be notified in the beginning of the academic year.</p> <p>The SEE shall be conducted at the conclusion of a given semester. SEE shall cover the Course of Studies prescribed for the concerned/respective Semester.</p>





Agenda Topic No.5	Value Added Courses
	Principal informed all students introduced and floated 30 hour Certificate Courses.
Agenda Topic No.6	Mentoring
	Principal instructed all students to attend Mentoring Classes regularly as per timings allotted to them.
Agenda Topic No.7	AoB
	Principal as a practice an Induction program will be organized for First Year Student in Second week of June . In Induction program, student will be introduced to all the facility & opportunities of the College available to the student . Such type of introduction will definitely help students to communicate with Teaching Staff more effectively.

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat



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**Date: 10/11/2018**

## NOTICE

A meeting of the IQAC Members with Parent Teacher Body is scheduled on  
20 /11/2018 at 10:00 am. in College Auditorium.

### Agenda:

- 1) New Initiatives by IQAC
- 2) Academic Activities
- 3) General Body Meet of PTA
- 4) Parent Teacher Association
- 5) AoB

**Dr. Rupa Chari**

**IQAC Coordinator**

**Dr. Manoj S. Kamat**

**Principal**





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**Minutes of IQAC PTA Staff Meeting on 20/11/2018**

Date : 20/11/2018	Meeting Time : 10:00 a.m.	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Parent Teacher Meeting	
Facilitator Name	Parents & Staff	
Note Taker	Secretary : Dr. Rupa Chari	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
Agenda Topic No. 1	<b>New Initiatives by IQAC</b>	
	Principal welcomed all the PTA Executive Members.  All the initiatives taken by IQAC Members were discussed in the meeting.	
Agenda Topic No. 2	<b>Academic activities of the College</b>	
	Principal briefed all the activities that are to be conducted in the II/IV/VI Semester.	
Agenda Topic No. 3	<b>General Body Meet of PTA</b>	

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	Principal mentioned to call General Body Meet of the Parents. Under the title Palak Sanman Sohla' it was decided to felicitate Parents of those Students who have contributed to College through Art, Sports, Academics, Social Service.
<b>Agenda Topic No 4</b>	<b>PTA Registration</b>
	Principal underlined saying that Parent Teacher Association should get Registered as soon as possible.
<b>Agenda Topic No 5 AOB</b>	<b>Visit in College</b>
	It was requested to all Parents to visit College minimum twice in a year.
	Mr. Vividh Pawaskar proposed Vote of Thanks.

Dr. Rupa Chari  
IQAC Coordinator

Dr. Manoj S. Kamat  
Principal



**ACTION PLAN REPORT OF THE IQAC PTA MEETING HELD ON 20/11/2018**

**Action Plan :**

Sr. No	Activity	Action Plan	Responsibility
1	General Body Meeting of PTA	To organize General Body Meeting of PTA	PTA Secretary
2	PTA Registration	To register Parent Teacher Association	PTA Chairman & PTA Secretary

**Dr. Rupa Chari**  
**IQAC Coordinator**

**Dr. Manoj S. Kamat**  
**Principal**



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**Date: 1/3/2019**


## NOTICE

A meeting of the IQAC Members with Teaching is scheduled on 12/03/2019 at 10:00 am. in College Auditorium.

### Agenda:

- 1) Confirmation of last Minutes
- 2) College Activities
- 3) Monthly activities
- 4) Activities under Gender sensitivity, Skill development, Vocational advantage, Value based, Entrepreneurship, Environment Awareness etc.
- 5) AoB

  
IQAC Coprdinator  
Dr. Rupa Chari

  
Principal  
Dr. Manej S. Kamat

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**Minutes of the IQAC Meeting with Teaching held on 12/03/2019**

Date : 12/03/2019	Meeting Time : 01:00 p.m.	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	IQAC Meeting with Teaching Staff	
Facilitator Name	IQAC Members & Teaching Staff	
Note Taker	IQAC Coordinator	
Time Keeper Name	IQAC Coordinator	
Attendance	List is Enclosed	
<b>Agenda Topic No. 1</b>	<b>Confirmation of last Meeting Minutes &amp; Review of Last Monthly Activities &amp; Correctives needed (List is enclosed)</b>	
Time Allotted : 10 Min	IQAC Coordinator	
	<ul style="list-style-type: none"><li>• Dr. Sucheta Naik, Criterion Incharge – IV said to change the names of Incharges of Criterion IV &amp; V for the correction Purpose</li><li>• Minutes were proposed by Dr.F.M.Nadaf and Seconded by Dr. Sucheta Naik</li></ul>	



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Agenda Topic No.2	College Activities
Time Allotted : 20Min	Presenter : Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>Principal informed about the Biodiversity Programme scheduled on the same day. Biodiversity – Science Programme-Talk by <b>Mr. Pronoy Baidya- Ornithologist of Goa, Research Coordinator of Team of AERO Arannya Environment Research Organization</b></li> <li>Principal informed about <b>Late Elizabeth Vencotexa Desai Memorial Elocution Competition</b> scheduled on the same day.</li> <li>Organisation of Shivmahotsav to connect with the society. The programme was in collaboration with Shivjayanti Smaroh on 23<sup>rd</sup> March. Dr. Purnanand Chari was given responsibility as Programme Incharge</li> </ul>





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- As per decision taken in Board Meeting, the Inauguration of campus Garden and unveiling of Shivaji Maharaj Statue will be done on the day of Shivjayanti.
- Principal informed IQAC coordinator to issue letters to IQAC members and to conduct meeting
- Principal suggested to take up Value based new initiatives.
- New space for IQAC & NAAC will be provided shortly, Principal added.
- Principal informed all the HODs to come out with Newsletter twice in a year.
- IQAC Coordinator was instructed to mail the minutes of the Academic Activities and IQAC on 30<sup>th</sup> of every month.
- It was discussed that Alumni Activity is still pending.



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	<ul style="list-style-type: none"> <li>Any activity organized in the institution should compulsorily carry objectives.</li> <li>Principal informed that there is no progress in some NAAC Criterion reports. NAAC Coordinator was informed to conduct meetings at individual level.</li> <li>Faculty Development Programme to be organized. NAAC Coordinator said that he is in contact with resource person – Shri Tapasvi</li> <li>Digitization of Library.</li> </ul>
<b>Agenda Topic No.3</b>	<b>Monthly Activities Planning scheduled datewise</b> <b>Presenter: Principal Dr. Manoj S. Kamat</b>
<b>Time allotted : 30 Min</b>	<ol style="list-style-type: none"> <li>Geography Field Trip – 5<sup>th</sup> March</li> <li>Staff Meeting – 6<sup>th</sup> March</li> <li>SAHELI program on account of Women's Day-8<sup>th</sup> March</li> <li>Star Gazing Programme by Department of Geography -9<sup>th</sup> March</li> <li>Field Trip- Department of Konkani - 9<sup>th</sup> March</li> <li>Konkani Programme -12<sup>th</sup> March</li> </ol>



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	7. Mallikarjun Puja-13 <sup>th</sup> March 8. NAAC Criterion V-Meeting -14 <sup>th</sup> March 9. Hindi State Level Workshop-16 <sup>th</sup> March 10. Mentoring Meet-18 <sup>th</sup> March 11. Guest Lecture by Department of Commerce-18 <sup>th</sup> March 12. Saheli Programme-20 <sup>th</sup> March 13. NAAC Meeting-21 <sup>st</sup> March 14. Economics Programme-22 <sup>nd</sup> March 15. Shivjayanti-23 <sup>rd</sup> March 16. NAAC meetings from 25 <sup>th</sup> March Onwards. 17. Department Promotion Posters (Soft & Hard Format)
Action Plan	1. EVS Field Trip to Tanshikar Spice farm, Tambdi Surla & Fomento Mining Region of Goa on 27/03/2019 2. Staff Meeting was conducted 3. Women's Day –Programme by the Saheli Saksham Chief Guest Mrs. Vaishali Mazaliker & Mrs. Rekha Naik Gaonkar on 13/02/2019 4. MISSION SAHASI- self Defence Programme Resource: Ms. Dhanashree Mandrekar & Ms. Surekha Cuncolienkar on 08/03/2019 5. Sky Gazing Programme – Resource Person-Dr. Reshma Raut Desai, Assistant Professor, St. Xavier's College, Mapusa





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	<p>6. As a part of curriculum Field trip by Department of Konkani at Volvoi and to meet Sahitya Academy Award Winner Konkani writer Shri. Pundalik Nayak at Volvoi &amp; Savoi on 09/03/2019</p> <p>7. As a part of Inter-religious dialogue, Shree Mallikarjun Pooja was organized on 13/03/2019</p> <p>8. Hindi State Level Workshop was organized with joint collaboration of ONGC, IPSHEM Betul Goa with the participation of 34 Male &amp; 68 Female on 16/03/2019</p> <p>9. Celebration of Shivjayanti in joint collaboration with Shivjayanti Samaroh Samiti Canacona -2019 on 23/03/2019 Chief Guest : Shri Kiran Thakur, Samuh Sampadak of Dainik Tarun Bharat &amp; Founder President of Lokmanya Cooperative Society Ltd. &amp; the Speaker Shri. Sampatrao Desai Ajra -Kolhapur</p> <p>10. Sports Policy Document prepared.</p>
<b>Agenda No.4</b>	Activities under Gender sensitivity, Skill development, Vocational advantage, Value based, Entrepreneurship, Environment Awareness etc.
<b>Time: 15 Min</b>	<b>Presenter: Principal Dr. Manoj S. Kamat</b>



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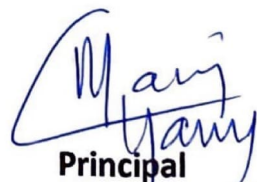
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<p><b>Discussion</b></p>	<p>Principal suggested to organize the activities under Gender sensitivity, Skill development, Vocational advantage, Value based, Entrepreneurship, Environment Awareness etc.</p> <p>Activity report should be submitted in following pattern:</p> <ul style="list-style-type: none"> <li>✓ Number of Beneficiaries</li> <li>✓ Gender</li> <li>✓ Name of the Activity</li> <li>✓ Date</li> <li>✓ Time</li> <li>✓ Theme</li> <li>✓ Place</li> <li>✓ Objectives</li> </ul>
<p><b>Agenda No 5</b></p> <p><b>AoB</b></p>	<p>Principal suggested that henceforth T.Y.B.A/B.COM projects should be given weightage on Canacona study. The respective project Guides who have already done the work on Canacona needs to be compiled.</p>

  
**IQAC Coordinator**  
**Dr. Rupa Chari**

  
**Principal**  
**Dr. Manoj S. Kamat**



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**ACTION TAKEN REPORT OF THE IQAC MEETING WITH STAFF HELD ON  
 12/03/2019**

Sr. No	Activity	Action Plan	Responsibility	Action Taken
1	Harmony Through CREDIT	To organize programme	Dr. Rupa Chari & Ms. Domitel D'Souza	Program organized
2	Graduation Day	Organisation of the Programme	Ms. Domitel D'Souza	Graduation Day was organized
3	Placement Brochure	To prepare Placement Brochure	Shri. Vividh Pawaskar/ Dr. Rupa Chari	Released on Graduation Day
4	Department Newsletters	To prepare Newsletters	All HoDs	Newsletters were released
5	Multi-Channel Approach Feedback Stakeholders for from	To prepare feedback report	NAAC Criterion-I	Submitted
6	Department Promotion Posters	Preparing Posters	All HoDs	Posters were released





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7	Participation in FICCI	Documentation for FICCI	Dr. F.M.Nadaf	Prepared & submitted
8	Participation in India Today	Documentation for India Today	Dr. F.M.Nadaf/ Shri. Vividh Pawaskar	Submitted
9	Participation in NIRF	Documentation for NIRF	Dr. F.M.Nadaf/ Shri. Vividh Pawaskar	Submitted
10	Integration of ISA and Project with Exam Committee		Exam Committee	
11	Centralized ISA		Exam Committee	
12	Standards of Practice (SOP) for Departments, Statutory Committees & Office	Initiate SOP	All HoDs	All SOPs submitted
13	Adoption of "Outcome-Based Learning" in view of CBCS		All HoDs	
14	Parent Appreciation Day	To call PTA Meeting	Dr. Rupa Chari	PTA Meeting organised
15	Maintenance Policy Document	Initiate Maintenance Policy	IQAC Coordinator	Policy Submitted



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16	Environment Policy Document	Initiate Environment Policy	NSS Convenor	Policy Submitted
17	Sports Policy Document	To prepare Sports Policy	Physical Director	Policy Submitted
18	Course Outlines in New AAA Format	Initiate AAA	Principal & IQAC	Course Outlines Submitted
19	Competency – building through Compulsory 30-Hour Certificate Course	Certificate Courses should be launched ( Value-based, Employability Oriented, Skill-based)	NAAC Criterion I/ All Dept.	Certificate Courses were conducted
20	Standardized Format of Departmental Reports.	To be framed	All HoDs	Standardized Format of Departmental Reports were submitted.
21	Regular Meetings with IQAC	To plan regular meetings with IQAC Executive Committee, Teaching & Office staff, Students,	IQAC Coordinator	Meetings conducted

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		Alumni, Parents		
22	Gender Sensitization	To Organise Programmes	All Depts.	Programmes were organised

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj S. Kamat

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Date : 10/03/2019

## NOTICE

A meeting of the IQAC Members with Alumni is scheduled on 22/03/2019

At 10:00 am. in College Auditorium.

All are informed to attend the Meeting.

### Agenda:

- 1) Planning of activities for the year
- 2) Feedback Speeches and Views
- 3) AOB

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat



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## Minutes of IQAC Minutes with Alumni held on 22/03/2019

Date : 22/03/2019	Meeting Time : 10:00 a.m.	Location : Seminar Hall
Meeting called by	NIRDHAR Alumni Association of College	
Types of Meeting	First Bi - Annual Meeting of the Alumni Association.	
Facilitator Name	ALUMNI Committee Members	
Note Taker	ALUMNI Secretary : Mrs. Padmavati Tubachi	
Time Keeper Name	Mr. Savio Leitao	
Attendance	List is enclosed	
Welcome Address	Principal welcomed all Alumni	
<b>Agenda Topic No. 1</b>	<b>Planning of activities for the year</b>	
Time Allotted : 15 Min	Mrs. Padmavati briefed about activities to be organized for all SMC students.	
<b>Agenda Topic No. 2</b>	<b>Feedback speeches and Views</b>	
Time Alloted 15 Min	<p>4 students shared memories of college and also expectations from the Association.</p> <ol style="list-style-type: none"> <li>1. Miss. Suvidha Komarpant shared her experiences of the College.</li> <li>2. Mrs. Pratibha Gane Desai shared some moments of her college life journey.</li> <li>3. Mr. Elvis highlighted his achievements while giving credit to all college teachers.</li> </ol>	
<b>Agenda Topic No. 3</b>	<b>AoB</b>	
	No AoB	





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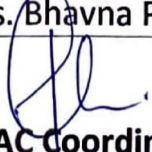
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## List of the Members attended

1. Ms Nishigandha Naik Gaonkar
2. Ms Deepti Faldessai
3. Ms Gaurisha Phal Desai
4. Mr Bhanudas Gaonkar
5. Mrs Pranita Gaonkar
6. Mr. Sanju
7. Mr. Elvis Goes
8. Mrs. Pratibha Gane Desai
9. Ms Diksha Naik Desai
10. Ms Melissa Fernandes
11. Mr Jayesh Gaonkar
12. Mr Pankaj Velip
13. Mr Ashvek Shanbhag
14. Ms. Suvidha Komarpant
15. Mrs Indira Pai Kudalkar
16. Mr. Utkarsh Pagi
17. Ms. Correia Reha
18. Ms. Swizel Fernandes
19. Mr. Agraj Desai
20. Sheikh, Almas
21. Ms. Chanda Gaonkar
22. Ms. Anjana Gaonkar
23. Mr. Vimoh Mokhadkar
24. Ms. Lamani Manjita
25. Ms. Nadaf, Shabana
26. Mr. Videsh Vagonkar
27. Ms. Shibani Pagi
28. Attar, Allauddin
29. Mr. Pai Param
30. Mr. Kamat Parag
31. Ms. Smigdha Pagui
32. Ms. Bhavna Phaldesai

  
Alumni Coordinator  
Padmavati Tubachi

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj S. Kamat





**Date: 15/03/2019**

## NOTICE

A meeting of the IQAC Members is scheduled with the College Students


On 27/03/2019 at 11:30 am. In College Auditorium. All the Students of  
FY/SY/TY.B.A./B.Com/B.Sc. Students.

All are informed hereby to attend the Meeting.

### Agenda :

- 1) Confirmation of the Meeting held on 19/06/2018
- 2) Mentoring
- 3) Discipline
- 4) College Campus
- 5) Certificate Courses
- 6) College Activities
- 7) NAAC
- 8) Regular Classes
- 9) Examinations
- 10) AoB

  
15/03/2019  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj Kamat



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### Minutes of Meeting held on 27/03/2019 with College Students

Date : 27/03/2019	Meeting Time : 11:30 a.m.	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	FY/SY/TY Students Meeting	
Facilitator Name	All Students	
Note Taker	Student	
Time Keeper Name	Student	
Attendance	FY/SY/TY Students	
Agenda Topic No. 1	Confirmation of Last Minutes	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	In the beginning, Principal welcomed all students. Principal expressed Best Wishes for the students for successfully completing I, III & V Semester End Examination.	
Agenda Topic No.2	Mentoring	
	Principal informed all students to attend Mentoring Hours strictly.	
Agenda Topic No.3	Discipline	



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Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal emphasized on discipline measures set by the college and authorities and informed students to obey strictly rules and regulations.
<b>Agenda Topic No.4</b>	<b>College Campus</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal informed students to maintain college campus neat and clean. Principal stressed to be more concern about campus area.
<b>Agenda Topic No.5</b>	<b>Certificate Courses</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal explained Certificate Courses conducted by experts.
<b>Agenda Topic No.6</b>	<b>College Activities</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal underlined all students to participate in college activities as well as special programmes/ workshops /seminars / Cultural Programmes organized for them.





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<b>Agenda Topic No 7</b>	<b>NAAC</b>
	Principal briefed NAAC procedure and preparations.
<b>Agenda Topic No 8</b>	<b>Regular Classes</b>
	Principal informed students to attend classes regularly.
<b>Agenda Topic No 9</b>	<b>Examinations</b>
	Principal reminded students to score in ISA & SEE Examinations.
	<b>AoB</b>
	Since there was no AoB, Meeting ended with Vote of Thanks by IQAC Coordinator.

IQAC Coordinator

Dr. Rupa Chari

Principal

Dr. Manoj S. Kamat



**Date: 15/04/2019**

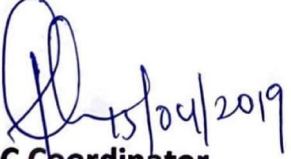
## NOTICE

A meeting of the IQAC Executive Committee Members is scheduled on 02/05/2019 at 10:30 a.m.in College Auditorium.

All IQAC Members are informed to attend the Meeting.

### Agenda:

- 1) Confirmation of the last meeting held on 16/10/2018
- 2) Report of the College Activities
- 3) Future Plans for 2019-2020
- 4) Feedback Reports
- 5) Certificate Courses
- 6) Significant Contributions under Institutional Values and Social Responsibilities
- 7) Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative
- 8) AoB

  
15/04/2019  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
15/4  
Dr. Manoj Kamat



**Following members attended First Meeting of Executive Committee on  
02/05/2019.**

**Members**

1. Principal Dr. Manoj S.Kamat
2. Vice Principal Dr. F.M. Nadaf
3. Shri. K.B.Gaonkar- Secretary-DPM
4. Dr. Rupa Chari-IQAC Coordinator
5. Shri. Ramdas Sawant-Head Clerk
6. Shri. Sandesh Faldesai-Accountant
7. Mr. Mario Fernandes- Industrialist
8. Mrs. Savita Tawadkar- Employer
9. Mr. Abel Barretto- Stakeholder
- 10.Mrs. Indira Pai Kudalkar- Alumni
- 11.Mr. Shriniwas Prabhu-Alumni
- 12.Mr. Savio Leitao- Teaching Faculty
- 13.Miss. Abigel Barretto- Ladies Representative

*Manj*  
*25/19*

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**Minutes of Meeting held on 02 /05/2019 with IQAC Executive Committee Members**

Date : 02/05/2019	Meeting Time : 1:00 p.m.	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Meeting with IQAC Executive Committee Members	
Facilitator Name	IQAC Members	
Note Taker	IQAC Coordinator	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
<b>Agenda Topic No 1</b>	<b>Confirmation of last meetings</b>	
Time Allotted : 10 Min	Presenter : IQAC Coordinator  Minutes of the previous meeting held on 21/06/2018 were confirmed.	
<b>Agenda Topic No 2</b>	<b>Report of the College Activities by Principal Dr. Manoj S. Kamat</b>	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	Principal highlighted college activities organized in the academic year. To name a few Visit by Director of Higher Education, Guest Lectures, Extension activities, Parents Appreciation Day, Graduation Day, Medical Camp, NSS Camp, collaboration with different educational &	



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	industries under MoU, Departmental Workshops etc.
<b>Agenda Topic No 3</b>	<b>Future Plans 2019-2020</b>
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>• <b>ISO 9001</b> - The college is trying its level best to get accredited with ISO 9001 for quality. Initial steps towards this has already been started. The total college administration will get automated using a College Management System. As far as possible we will avoid the use of paper in the campus in the administrative activities after the implementation of the College Management System.</li> <li>• <b>Website of Departments</b>- System Analysis in this regard also has been initiated. The College would maintain a state of the art website with pages for departments.</li> <li>• <b>Revised Profile of the Faculty</b> - It will also showcase the profile of faculty and staff of the college with their credentials.</li> <li>• <b>Departmental Subject Portal</b> - Departmental subject portal to various resources on the Internet also will be developed.</li> <li>• <b>Facebook and Twitter</b>- It is important to have our presence in the Social Networking Sites. Hence we will maintain Facebook pages and Twitter handles for more participation in the Social Media.</li> <li>• <b>College Manual</b>- We intend to prepare a college manual including a manual for conducting examinations and for the working of the college office.</li> <li>• <b>Registration of PTA</b> – Parent Teacher Association is very active in the college. It will excel to regular participation in the managerial activities of the college.</li> </ul>





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- **Google Class Room and Google Calender-** Services of the Google like the Google Class Room and the Google Calendar will be made use in the college among the stakeholders to ensure timely communication of the activities and ensuring of participation of all.
- **GOALNET Library Network** -The college library will be developed with more resources including e-books and e-journals. We will also become part of the GOALNET library network being developed by the Goa University. We will conduct regular library book exhibitions and will attract more students towards the library.
- **The research reports and faculty publications** will be subjected to Plagiarism checking and as far as possible will be deposited in a locally maintained Institutional Repository. This will ensure more visibility to the faculty publications. We will establish a policy on preventing academic malpractices and plagiarism. Regular sessions will be conducted in the college on making people aware of these concepts.
- **Dress Code for MTS-** We also intend to have uniform dress code for the college staff including the Multi-Tasking Staff. Regular performance appraisal of the office staff also in the proposed activities.
- **Audit** - Regular audit on the aspects of Gender, Energy, Green Ecosystem etc. are also proposed among the developmental activities.
- **Alumni Association** -will be registered and will attract more participation of the Ex- students in the development of the college activities.
- **Insurance for Chemistry Lab-**We intend to have Insurance coverage for Chemistry Lab.
- **E-waste Management-** A policy on the management of e-waste is being discussed and it





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	<p>will be adopted in tune with policies of the Government of Goa and the Goa University.</p> <ul style="list-style-type: none"> <li>• <b>Bio-Diversity Research Cell</b>- Another major step in the developmental activity is the formation of a Bio-diversity Research Cell.</li> </ul>
<b>Agenda Topic No 4</b>	<b>Feedback Reports</b>
	Principal informed in meeting that feedback committee have collected feedbacks from different stakeholders.
<b>Agenda Topic No 5</b>	<b>Certificate Courses</b>
	It was mentioned in the meeting that Five New Courses were introduced. Students were enrolled in Six Certificate Courses namely Civic Education, Film Making, Research Methodology, Public Speaking, Basics of Library Science & First Aid were carried out successfully which five were focused Value added.
<b>Agenda Topic No 6</b>	<b>Significant Contribution</b> (Institutional Values and Social Responsibilities)
	<ul style="list-style-type: none"> <li>• Guest Session On "Gender Equality"</li> <li>• Visit by International Students organized by Department of Sociology to study Tribal Culture.</li> <li>• Three CDs by Department of Konkani namely "E-Dekhni" contributed as E-Content.</li> <li>• T Shirt Painting Competition On "Gender Equality"</li> <li>• Inter- Collegiate Poster Competition Organized On The Theme 'Gender Equality'</li> <li>• One Day Workshop On Gender Awareness</li> <li>• Inter- Collegiate Poster Competition Organized On The Theme 'Gender Equality'</li> <li>• Observation Of Women's Day Programs</li> </ul>



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	<ul style="list-style-type: none"> <li>• Observation of International Women's Day</li> <li>• Workshop On 'Women Health For Teenagers'</li> <li>• Celebration of International Disability Awareness Day</li> <li>• One Day Medical Camp</li> <li>• Field Visit To Women Self-Help Group</li> <li>• One Day Menstrual Health Camp</li> <li>• Guest lecture on NCC Leadership Skill (Personality Development for Women)</li> <li>• Guest lecture on Gender Equality and Poster Making Competition</li> </ul>
<b>Agenda Topic No 7</b>	<b>Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative</b>
	<p>Principal informed in the meeting about the Workshops/Seminars conducted on IPR &amp; Industry-Academia Innovative as follows :</p> <ul style="list-style-type: none"> <li>• Workshop on Generating Invoice using MS Excel</li> <li>• Workshop on Audio Editing for careers in Film industry</li> <li>• Workshop on "Merging Excel Application Program to word Application Program"</li> <li>• Workshop on Data Analysis: Projects related to Industries</li> <li>• Workshop on green business and Entrepreneurship</li> <li>• Seminar on Financial Services and Forex for entrepreneurship development</li> <li>• Camera &amp; Edit Techniques for careers in Film industry</li> <li>• Guest Lecture on Intellectual Property Rights</li> <li>• Types of Intellectual Property Rights</li> </ul>





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**Agenda Topic No 8**

**AoB**

- Principal informed that SMC have signed 10 MoUs with other institutions.
- Principal congratulated all the HSSC of Canacona for getting highest score in XII Std.
- Principal congratulated the National Award teachers of Sarva Shiksha Abhiyan.
- IQAC Coordinator proposed Vote of Thanks.

**IQAC Coordinator**

**Dr. Rupa Chari**

**Principal**

**Dr. Manoj Kamat**





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## Action Taken Report of IQAC Meeting held on 2/5/2019

Sr. No	Activity	Action Plan	Responsibility	Action Taken
1	Harmony Through CREDIT	To organize activity to motivate togetherness.	Dr. Rupa Chari & Ms.Domitel D'Souza	Activities were organised
2	Graduation Day	Organisation	Ms. Domitel D'Souza	Activity was organised
3	Placement Brochure	To prepare Placement Brochure	Shri. Vividh Pawaskar/ Dr. Rupa Chari	Placement Brochure was released
4	Department Newsletters	To prepare Newsletters	All HoDs	Department Newsletters were released
5	Multi-Channel Approach for Feedback from Stakeholders	To collect feedback	NAAC Criterion-I Incharge	Feedback Reports Submitted
6	Department Promotion Posters	Preparing Posters	All HoDs	Posters were released
7	Participation in FICCI	Documentation for FICCI	Dr. F.M.Nadaf	Reports Submitted
9	Participation in India Today	Documentation for India Today	Dr. F.M.Nadaf/ Shri. Vividh Pawaskar	Reports Submitted
10	Participation in NIRF	Documentation for NIRF	Dr. F.M.Nadaf/ Shri. Vividh Pawaskar	Reports Submitted
11	Integration of ISA and Project with Exam Committee		Exam Committee	Exams were conducted



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12	Centralized ISA		Exam Committee	ISA was centralised
14	Standards of Practice (SOP) for Departments, Statutory Committees & Office	Initiate SOP	All HoDs	SOPs were submitted
15	Adoption of "Outcome-Based Learning" in view of CBCS		All HoDs	
16	Partnering with Media for PR & Branding			
18	Parent Appreciation Day	To call PTA Meeting	Dr. Rupa Chari	Organised
19	Maintenance Policy Document	Initiate Maintenance Policy	IQAC Coordinator	Submitted
20	Environment Policy Document	Initiate Environment Policy	NSS Convenor	Submitted
21	MoU Policy Document	To prepare MoU Policy Document	All HoDs	Submitted
22	Sports Policy Document	To prepare Sports Policy Document	Physical Director	Submitted
23	Course Outlines in New AAA Format	Initiate AAA	Principal & IQAC	Submitted
24	Newspaper Reporting	Activity News to Press	Organisers	Submitted
25	Competency –building through Compulsory 30-Hour Certificate Course	Certificate Courses should be launched ( Value-based, Employability Oriented, Skill-	NAAC Criterion I/ All Dept.	Certificate Courses were conducted





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		based)		
25	Standardized Format of Departmental Reports.	To be framed	All HoDs	Submitted
26	Regular Meetings with IQAC	To plan regular meetings with IQAC Executive Committee, Teaching & Office staff, Students, Alumni, Parents	IQAC Coordinator	Meetings were conducted
27	Redesigned Teaching Plan		IQAC Coordinator	Teaching Plan was submitted
28	Gender Sensitization	To Organise Programmes	All Depts./ Cell	Programmes were organised
29	Awareness Programmes	To organize Programmes	All Depts./Cell	Programmes were organized
30	Handbook for Teachers, Students and Office Staff	To prepare Handbook	NAAC Coordinator	Handbooks were prepared

IQAC Coordinator

Dr. Rupa Chari

Principal

Dr. Manoj Kamat