



# Dnyan Prabodhini Mandal's SHREE MALLIKARJUN

&  
Shri. Chetan Manju Desai College

Delem, Canacona-Goa 403702



India Today Ranking  
115 (Arts) 150 (Commerce)

1993  
E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

## INTERNAL QUALITY ASSURANCE CELL

### Details of IQAC Meetings for the year 2019-20

Sr. No.	Name of the Meeting	Date of Meeting	Action Taken Report (ATR) (Pg. no)	Page Nos.
1.	IQAC Executive Meet (1)	20/06/2019	Yes Pg. 10	1-13
2.	IQAC & Staff Meet (1)	21/06/2019	Yes Pg. 20	14-20
3.	IQAC & Office Staff Meet (1)	22/06/2019	Yes Pg. 25	21-25
4.	IQAC & Student Meet (1)	26/06/2019	No	26-30
5.	IQAC & Alumni Meet (1)	07/07/2019	Yes Pg. 34	31-34
6.	IQAC & P.T.A. Meet (1)	20/07/2019	Yes Pg. 40	35-40
7.	IQAC & Alumni Meet (2)	09/11/2019	Yes Pg. 44	41-44
8.	IQAC & Student Meet (2)	25/01/2020	No	45-48
9.	IQAC & P.T.A. Meet (2)	12/02/2020	No	49-54
10.	IQAC & Staff Meet (2)	03/03/2020	Yes Pg. 59	55- <del>66</del> 59
11.	IQAC & Office Staff Meet (2)	21/03/2020	Yes Pg. 65	60-66
12.	IQAC Executive Meet (2)	18/04/2020	Yes Pg. 76	67-79
13.				
14.				
15.				

Annexure : All Notices and Minutes (1) to (12) with ATR





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**Date: 17/06/2019**


**NOTICE**


A meeting of the IQAC Executive Members is scheduled on 20/06/2019 at 10:30 am. in College Auditorium.

All IQAC Executive Members are informed to attend the Meeting.

**Agenda:**

- 1) Confirmation of the minutes of last meeting
- 2) Quality Initiatives by IQAC
- 3) Planning of Academic activities
- 4) Presentation of NAAC & IQAC by respective Coordinators.
- 5) Result Analysis of the academic year 2018-2019
- 6) Views by the Committee Members.
- 7) AOB

  
Dr. Rupa Chari  
IQAC Coordinator

  
Dr. Manoj S. Kamat  
Principal





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**Following Members attended IQAC Executive Body Meeting  
scheduled on 20/06/2019 at 10:30 a.m. in College Auditorium.**

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. Mrs. Savita Tawadkar
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 IQAC Executive Body Meeting on 20/06/2019 at 10:30 a.m. in College Auditorium.

Date : 20/06/2019	Meeting Time : 10:30 a.m.	Location : Seminar Hall
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	First Executive IQAC Meeting	
Facilitator Name	IQAC Executive Committee Members	
Note Taker	IQAC Coordinator : Dr. Rupa Chari	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
Agenda Topic No. 1	<b>Welcome by Principal &amp; Confirmation of previous IQAC meeting</b>	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	Principal Dr. Manoj S. Kamat welcomed all the IQAC Executive Members. The minutes of meeting scheduled on 02/05/2019 were read and confirmed.	
Agenda Topic No.2	<b>Quality Initiatives by IQAC</b>	





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Time Allotted : 30 Min

Executive Members discussed about the Quality Initiatives that are to be practiced in academic year.

1. Academic Administrative Audit by External Agency.
2. Participation in NIRF
3. Memorandum of Understanding with Research Organizations & Other Bodies.
4. Preparation for ISO 9001 2015
5. Internal Audit Course for Staff by Professional Body.
6. Implementation of Online Payment.
7. Felicitation of Parents/ Participation of Parents in decision making.
8. To prepare various Policy & Manuals
9. To perform Regional Distinctiveness in the form of Awarding Personalities
10. Involvement of In-House Faculty for Inter-Departmental Curriculum enrichment.
11. Community Development through Newspaper Writings.
12. Promotion of Community Outreach Programs.
13. Certificate Courses
14. Feedback from different sectors.



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	15.To prepare Library Manual & Library Audit 16.Research Centers in Commerce & Geography. 17.Promotion of Research Publications in UGC recognized Journals. 18.Formation of Vibrant Parent Teacher Association. 19.Registration of Ex-Student Association 20.Faculty Development Programmes. 21.Participation in India Ranking 22.Participation in EW India Ranking 23.E-Content Development & Use of ICT
<b>Agenda Topic No.3</b>	<b>Planning of Academic Activities</b>
Time Allotted : 10Min	Presenter : Dr.Manoj S. Kamat
	Principal briefed in the meeting academic activities planned for the academic year 2019-2020
<b>Agenda Topic No.4</b>	<b>Presentation of NAAC &amp; IQAC by respective Coordinators</b>
Time Allotted : 10Min	1)Presenter : Dr. F.M.Nadaf – Vice Principal 2)Dr. Rupa Chari





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	<ul style="list-style-type: none"> <li>Vice-Principal Dr.F.M.Nadaf presented NAAC Criterion information to the committee members in absence of Dr. Arvind Haldankar – NAAC Coordinator. Dr. Nadaf while briefing about NAAC –Cycle 1, informed about the procedure of NAAC Cycle -2.</li> <li>Dr. Rupa Chari –IQAC Coordinator explained the concept of IQAC, Functioning of the Body, Aims &amp; Objectives, Vision, and Composition &amp; Role of the Coordinator.</li> </ul>
<b>Agenda Topic No.5</b>	<b>Result Analysis of the academic year 2018-2019</b>
	Presenter : Dr. Manoj S. Kamat
	Principal presented Result Analysis of the Academic Year 2018-2019.
<b>Agenda Topic No.6</b>	<b>Views by the Committee Members</b>
	Presenter : Committee Members
Time allotted : 45 Min	Principal Dr. Manoj S. Kamat requested all IQAC Committee Members to present the ideas/ views in order to



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bring change in the institution positively.

**1. Mr. Abel Barretto – Stakeholder**

Mr. Abel Barretto said that the Institution should keep itself in good touch with Social Media. A special Counselling programme should be arranged for Staff. In addition, awareness towards Road Safety Programs should be underlined.

**2. Mr. Mario Fernandes – Industrialist**

Mr. Mario Fernandes while presenting his views stressed on communication and overall publicity of the College Activities at higher range which will certainly pull a good number of Freshers' to the College.

**3. Miss. Abigel Barretto- Ladies Representative**

Miss. Abigel Barretto expressed warm wishes to all Staff members as well as Office Staff for giving personal care & Concern for the student community. Miss. Abigel also said that measures should be taken towards students' absence for college programs.

**4. Mrs. Savita Tawadkar- Employer**





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	<p>Mrs. Savita came out with special reference regarding attachment of students with the society, &amp; development of skills among students.</p> <p><b>5. Mrs. Indira Pai-Kudalkar-Alumni</b></p> <p>Mrs. Indira Pai being the Ex-Student of the College, briefed about Ex-Student Association and said it is the need of the hour to get set Ex-Student Association.</p> <p><b>6. Mr. Shriniwas Prabhu- Alumni</b></p> <p>Mr. Shriniwas Prabhu, Alumni expressed about development of leadership qualities among students.</p>
<b>Agenda Topic No. 7</b>	<b>AoB</b>
	Presenter : Dr. Manoj S. Kamat
Time Allotted : 10 Min	<ol style="list-style-type: none"> <li>1. It was discussed in meeting that feedback will be collected from Parents, Alumni, Feedback on Curriculum and Feedback by Employer &amp; Feedback by Students.</li> <li>2. It was discussed in meeting that Exam Results will be discussed soon after declaration.</li> <li>3. Principal Dr. Manoj S. Kamat congratulated all the HSSC of Canacona for getting highest</li> </ol>



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	score in XII Std. 4. Principal also congratulated the National Award Teachers of Sarva Shiksha Abhiyaan
	IQAC Executive Committee Members Meeting came to an end at 12:25 pm.

**Dr. Rupa Chari**

**IQAC Coordinator**

**Dr. Manoj S. Kamat**

**Principal**





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## Action Taken Report of the IQAC Executive Meeting held on 20/06/2019 at 10:30 a.m.

Sr. No	Points of Action	Action To Be Taken	Responsibility
1	Academic Administrative Audit by External Agency	Training & Test to be conducted	IQAC
2	Participation in NIRF	Documentation of reports	Teaching & Office Staff
3	Signing Memorandum Understanding	of of Signing of MoU with Educational/ NGOs & Other related bodies	All Departments GIPARD-10/08/19 BAJAJ—07/03/2020 AKI's Poona College- 19/11/19
4	Preparation for ISO 9001 2015	Quality Management System Procedural documents to be prepared	Staff Members Ref. 21/06/2019 SMC/C-4/2019-20/575
5	Internal Audit Course for Staff by Professional Body.	Internal Audit Course to be conducted	IQAC March 20,2020
6	Implementation of Online Payment.	Online Payment to be implemented	Office Staff ISO 10/12/2019
7	Felicitation of Parents/ Participation of Parents	PTA Programme to be organized &	PTA Secretary



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	in decision making.	Participation of Parents through PTA	
8	Policy & Manual	To prepare Policies such as Purchase, Discipline, Safety & Security, Office etc.	Office Staff
9	Regional Distinctiveness	To identify Personalities & Felicitated	IQAC
10	Involvement of In-House Faculty for Inter-Departmental Curriculum enrichment.	Programmes/ Lectures to be organised	All Teaching Faculty
11	Community Development through Newspaper Writings	Weekly/ Fortnightly/Monthly articles to be written	Teaching Staff Library Principal- 2018 Dr. Rupa – 14 <sup>th</sup> April 2019 onwards
12	Promotion of Community Outreach Programs	Organizing Programs	Teaching Faculty
14	Certificate Courses	To prepare Syllabus, Scheduling dates, to conduct Course, Exam & declare results & issue Certificates to participants.	Faculty Members 1. Civic Sense & Moral Value education- Dept. of Soc. 2. First Aid- Sports 3. IT & Computing Skill- IT 4. Fundamentals of





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			Research Methodology- Library 5. Life Skill Course in Mental Ability- Maths 6. Proficiency in Tally Accounting- Commerce
15	Feedback	To collect different types of Feedback such as Alumni/ Students fd. on curriculum & Teachers/Exit Fd./ Parents/Employer	NAAC Criterion I
16	Library Manual & Library Audit	To prepare Library Manual & Library Audit	Librarian
17	Research Centers	To start Research Centers in Commerce & Geography.	Dept. of Commerce & Geography
18	To promote Research Publications	Promotion of Research Publications in UGC recognized Journals.	Research Cell (Collection with Librarian)
19	Registration of Parent Teacher Association.	To register PTA	Parent Teacher Cell
20	Registration of Alumni	To register Alumni	Alumni Cell



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	Association		
21	Faculty Development Programmes	To organize FDP	Teaching Staff
22	Participation in India Ranking	Documentation of reports	Teaching & Office Staff
23	Participation in EW India Ranking	Documentation of reports	Teaching & Office Staff
24	E-Content Development & ICT	To prepare E-Content & Use of ICT in Teaching & Learning	Teaching Staff May 2020

**Dr. Rupa Chari**  
IQAC Coordinator

**Dr. Manoj S. Kamat**  
Principal



**Date: 17/06/2019**

## NOTICE

A meeting of the IQAC Members with Teaching Staff is scheduled on 21/06/2019 at 10:00 am. in College Auditorium.

All Executive Body Members are informed to attend the Meeting.

### Agenda:

- 1) Welcome Address
- 2) Admission of Students & SWAGAT
- 3) IQAC Initiatives
- 4) College Activities for the academic Year 2019-2020
- 5) Syllabus of Respective Subjects
- 6) NAAC Preparation
- 7) Certificate Courses
- 8) Ek Bharat Shresth Bharat
- 9) AoB

  
Staff Secretary

Shri. Sandesh Sawant

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat



### Minutes of Staff Meeting on 21/06/2019

Date: 21/06/2019	Meeting time:9.00 a.m.	Location: College Seminar Hall
Meeting Called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Staff meeting	
Facilitator Name	Teaching Staff Members	
Note taker	Staff Secretary (Teaching): Mr. Sandesh Savant	
Time Keeper name	Dr. F.M. Nadaf	
Attendance	20 members attended (list is enclosed) @	
<b>Agenda Topic No. 1</b>	<b>Welcome Address by Principal Dr. Manoj S. Kamat</b>	
Time allotted : 15 Minutes	At the outset, Principal Dr. Manoj S. Kamat welcomed all the Teaching Staff Members.	
<b>Agenda Topic No. 2</b>	<b>Admission of Students &amp; SWAGAT.</b>	
Time allotted: 5 Minutes	Presenter: Dr. Manoj S. Kamat	
	<ul style="list-style-type: none"> <li>As admission process was in continuation mode, it was informed that number of admitted students in college as per respective classes will be known very soon.</li> <li>Principal informed IQAC Convenor to conduct SWAGAT – Welcome Meet for Fresher's in the month of June.</li> </ul>	
<b>Agenda Topic No. 3</b>	<b>IQAC Initiatives</b>	
	Presenter : Dr. Manoj S. Kamat	
	Principal Dr. Manoj S.Kamat explained the IQAC Initiatives for the academic year 2019-2020	
<b>Agenda Topic No.4</b>	<b>College Activities for the academic Year 2019-2020</b>	

  
 15

Time allotted: 15 Minutes	Presenter: Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>All the Head of Departments &amp; Convenors of various committees were informed to conduct activities as per guidelines of IQAC.</li> <li>To highlight the few activities such as Diwali, Christmas &amp; ID Celebrations, Prayer Services, Puja at Temple, Parents Appreciation Day, Shiv Jayanti Celebration, Graduation Day, Sports Day, Seminars, Workshops etc.</li> </ul>
<b>Agenda Topic No. 5</b>	<b>Syllabus of Respective Subjects</b>
Time allotted: 10 Minutes	Presenter: Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>All the Faculty Members were informed to complete the syllabus following all the rules and regulations well in time as compliance act.</li> <li>It was also highlighted in the meeting that extra classes should not be conducted at last hours or in preparatory holidays.</li> </ul>
<b>Agenda Topic No. 6</b>	<b>NAAC Preparation</b>
Time allotted: 10 Minutes	Presenter: Dr. Manoj S. Kamat

*Manoj Kamat*  
 2/16





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	<ul style="list-style-type: none"> <li>Principal instructed Staff Members to complete and submit NAAC Criterion wise data to all respective Criterion Incharges.</li> </ul>
<b>Agenda Topic No 7</b>	<b>Certificate Courses</b>
	<ul style="list-style-type: none"> <li>Principal Dr. Manoj S. Kamat said that to conduct Certificate Courses for all students Department wise and submit reports in College office well in time.</li> </ul>
<b>Agenda Topic No.8</b>	<b>Ek Bharat Shresth Bharat</b>
<b>Time Allotted : 10Min</b>	<b>Presenter : Dr. Manoj S. Kamat/ EBSB Convenor</b>
	<ul style="list-style-type: none"> <li>Principal Dr. Manoj S. Kamat informed Ek Bharat Shresth Bharat College Team to report the scheduled activities report in time and also to upload the same.</li> </ul>
<b>Agenda Topic No 9</b>	<ul style="list-style-type: none"> <li><b>AOB</b></li> </ul>
<b>Time Allotted : 15 Min</b>	<p>Principal Dr. Manoj S. Kamat focused <del>once</del> again on following topics :</p> <ol style="list-style-type: none"> <li>1) CBCS Syllabus, College activities, NSS, NCC, Discipline, Exam</li> <li>2) Visiting Faculties</li> <li>3) Scholarship</li> <li>4) Library</li> <li>5) Campus Interview</li> <li>6) Canteen Facility</li> <li>7) Anti-Ragging</li> <li>8) Attendance</li> <li>9) Identity Card</li> </ol>

*Manoj S. Kamat*  
2020





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|--|
| 10) PTA  |
| 11) New Initiatives                            |
| 12) Conferences/Workshops/ Seminars/ Symposium |
| 13) Mentoring                                  |
| 14) Alumni association                         |
| 15) NAAC & IQAC                                |
| 16) Sports activity                            |
| 17) College Website/ FB/ Twitter               |
| 18) Certificate Courses                        |
| 19) Student Satisfaction Survey                |
| 20) ISO  |
| 21) College Magazine                           |
| 22) Subjetwise WhatsApp Group                  |
| 23) Bio-Diversity Mapping                      |
| 24) Green Initiative                           |
| Observing National Days                        |

  
Staff Secretary

Shri. Sandesh Sawant

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj S. Kamal



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**Following Teaching Staff members were present for the meeting held on on  
21/06/2019**

1. Dr. Manoj S. Kamat	Principal
2. Dr. F.M.Nadaf	Vice – Principal
3. Mr. Sandesh Savant	Staff Secretary
4. Dr. Jagmohan Singh	Teaching Staff
5. Shri Savio Leitao	Director of Phy.Edu
6. Dr. C.P. Hiremath	Teaching Staff
7. Shri Vividh Pawaskar	Teaching Staff
8. Mr. R.B. Sawant	Head Clerk
9. Dr. Arvind Haldankar	Teaching Staff
10.Ms. Domitel D'Souza	Teaching Staff
11.Dr. Rupa Chari	Teaching Staff
12.Mrs. Tanuja Fal Desai	Teaching Staff
13.Mr. Anand Velip	Teaching Staff.
14.Dr. Sucheta Naik	Teaching Staff
15.Mrs. Kshama Desai	Teaching Staff
16.Mrs. Sneha Naik	Teaching Staff
17.Mrs. Geeta Walvekar	Teaching Staff
18.Mrs. Padmavati Tubahi	Librarian
19.Ms. Karishma Parsekar	Teaching Staff
20.Dr. Purnanand Chari	Teaching Staff

**Staff Secretary**

**Shri. Sandesh Sawant**

**IQAC Coordinator**

**Dr. Rupa Chari**

**Principal**

**Dr. Manoj S. Kamat**



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## Action Taken Report of the IQAC Meeting held with Staff Members held on 21/06/2019

Sr. No.	Points of Action	Action to be taken	Responsibility
1	Admissions of Students	To begin with Admission process soon after Results	Admission Committee
2	College Activities for the academic Year 2019-2020	To be conducted	Teaching Faculty
3	Certificate Courses	Certificate Courses (CC) to be conducted of 30 Hours	CC were conducted
4	Ek Bharat Shresth Bharat	Programmes to be conducted	Ek Bharat Shresth Bharat Team

  
Staff Secretary

Shri. Sandesh Sawant

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat





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**Date: 10/06/2019**

## NOTICE

A meeting of the IQAC Members is scheduled with the Office Staff on 22/06/2019 at 11:00 am. In College Auditorium. All the Office Staff Members are informed hereby to attend the Meeting.

### Agenda :

- 1) IQAC Initiatives
- 2) Work Distribution
- 3) In-house Staff Training
- 4) Staff Academic Records
- 5) NAAC Preparation
- 6) Odd Semester Examination
- 7) AoB

  
Dr. Rupa Chari

**IQAC Coordinator**

  
Dr. Manoj S. Kamat

**Principal**



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## Minutes of Office Staff Meeting held on 22/06/2019 at 11:00 a.m.

Following Office Staff Members were present for the meeting held on

22/06/2019 at 11:00 a.m.

1. Mr. Ramdas Sawant
2. Mr. Sandesh Faldesai
3. Mr. Bhalchandra Desai
4. Mrs. Manuja Gaonkar
5. Mr. Rajesh Gaunkar
6. Mr. Gaurish Desai
7. Mr. Ravi Komarpant
8. Mr. Krishna Vagonkar
9. Mr. Vithoba Gaunkar
10. Mr. Anup Sawant
11. Mr. Manjunath Bhairali
12. Mr. Deelip Naik Gaunkar

Date : 22/06/2019	Meeting Time : 11:00 am	Location : Auditorium
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	First Office Staff Meeting	
Facilitator Name	Office Staff Members	
Note Taker	Secretary: Shri. Bhalchandra Desai	
Time Keeper Name	Mrs. Manuja Naik Gaonkar	
Attendance	List is enclosed	





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	12 Office Staff Members attended Meeting.
<b>Agenda Topic No. 1</b>	<b>IQAC Initiatives</b>
Time Allotted : 10 Min	Presenter : Principal
	Principal Dr. Manoj Kamat presented all IQAC Initiatives to Office Staff.
<b>Agenda Topic No.2</b>	<b>Work Distribution</b>
Time Allotted : 10Min	Principal Dr. Manoj S. Kamat welcomed all newly appointed Office staff Members. Principal explained in detail the guidelines to all members. Principal highlighted the rules and regulations set up by the Higher Authorities and informed all members to maintain office records well in order. Office staff was aware of the service condition also. During this hour work was allotted to all office staff.
<b>Agenda Topic No.3</b>	<b>In-house Office Staff Training</b>
Time Allotted : 10Min	Principal Dr. Manoj S. Kamat engaged training sessions to office staff and necessary instructions were imparted to the members. Principal informed all Office staff members to carry out and perform at the level best.
<b>Agenda Topic No.4</b>	<b>Staff Academic records</b>



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Time Allotted : 10Min	Principal Dr. Manoj S. Kamat informed all Office members to take extra care and maintain academic records/submissions of the Staff members. Principal also informed to maintain three copies of each record submitted in office by Staff members.
<b>Agenda Topic No.5</b>	<b>NAAC Preparation</b>
Time allotted : 10 Min	Principal Dr. Manoj S. Kamat intimated to all Office Staff members to work actively in NAAC preparation.
<b>Agenda Topic No.6</b>	<b>Odd Semester Examination</b>
Time allotted : 10 Min	Exam Section were instructed to take extra care with the Exam work/allotment of Seat Nos/ Print outs related to exam question papers/exam duties concern to Odd Semester Exam and other related matter. Principal instructed and announced to refer Ordinance regularly.
<b>AOB</b>	The Meeting ended with Vote of Thanks.

**Dr. Rupa Chari**  
 IQAC Coordinator

**Dr. Manoj S. Kamat**  
 Principal





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## Action Taken Report of Meeting held on 22/06/2019 with Office Staff

Sr. No	Points of Action	Action To Be Taken	Responsibility
1	Office Records	Maintenance of all Office Records	All Office Staff Members
2	In-House Office Staff Training	Training /Sessions for Office Staff Members	Mr. Sandesh Faldesai
3	Academic Records	Three Copies of each document to be received submitted by Teaching Staff/Office Staff	Mrs. Manuja Gaonkar
4	NAAC Preparation	Attending all NAAC Meetings / Providing necessary documents as & when needed.	Shri. Ramdas Sawant
5	Odd Semester Examination	To carry out the work related to conduct exams ( Print outs of question Paper, Receiving Q.Papers, allotment of students in class as per seat nos, Supervision duties, etc.	Mr. Bhalchandra Desai

  
Dr. Rupa Chari

  
Dr. Manoj S. Kamat





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**Date: 17/06/2019**

## NOTICE

A meeting of the IQAC Members is scheduled with the College Students on 26/06/2019 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) Welcome Speech
- 2) IQAC New Initiatives
- 3) Presentation by College Committee Coordinators
- 4) Mentoring
- 5) Certificate Courses
- 6) AoB

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj Kamat



### Minutes of Meeting held on 26/06/2019 with College Students

Date : 26/06/2019	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	Welcome Speech	
Time Allotted : 30 Min	Presenter : Principal Dr. Manoj S. Kamat	
	<p>Principal Dr. Manoj S. Kamat 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) Scholarship</li> <li>4) IQAC</li> <li>5) NAAC</li> </ol>	





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	6) Discipline 7) Exam 8) Visiting Faculties 9) NSS 10) NCC 11) Library 12) Campus Interview 13) PTA 14) Canteen Facility 15) Anti-Ragging 16) Certificate Courses 17) Attendance 18) Identity Card 19) Conferences/Workshops/ Seminars/ Symposium 20) Mentoring 21) Alumni association 22) Sports activity 23) College Website/ FB/ Twitter 24) Student Satisfaction Survey 25) ISO Certification 26) College Magazine 27) Subjectwise WhatsApp Group 28) Observing National Days
<b>Agenda Topic No.2</b>	<b>IQAC New Initiatives</b>
Time Allotted : 30Min	Principal Dr. Manoj S. Kamat
	Principal Dr. Manoj Kamat presented all IQAC Initiatives to all the students.
<b>Agenda Topic No.3</b>	<b>Presentation by College Committee Coordinators</b>



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	All Committee 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.4</b>	<b>Mentoring</b>
	Principal all students to attend mentoring classes and meet Mentor as and when needed. Principal also informed students to meet College Counsellor regularly.
<b>Agenda Topic No.5</b>	<b>Certificate Courses</b>

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	Principal briefed about the introduced and floated Certificate Courses. It was mentioned in the meeting that students should opt Certificate Courses.
<b>Agenda Topic No.6</b>	<b>AoB</b>
	Since there was no AoB, IQAC Coordinator proposed Vote of Thanks and Meeting was ended.

  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal  
Dr. Manoj S. Kamat

**DPM's**

**Shree Mallikarjun College**

**Delem ,Canacona –Goa**

**Meeting of NIRDHAR Alumni Association**

**Date: 7<sup>th</sup> July 2019**

**Time : 10 am**

**Venue: Seminar Hall**

**Agenda**

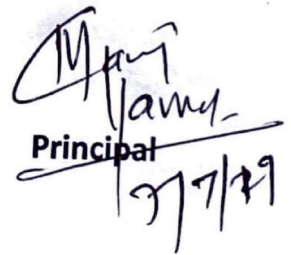
1. Introduction by the compere Dr Mrs Rupa Chari
2. Welcome by Ex student's Chairperson Mrs Indira Pai
3. Introduction of the teachers
4. Introduction of Ex-students
5. Address by Principal
6. Report and reading of previous minutes
7. Registration of Alumni Association
8. Formation of Executive Committee to facilitate registration
9. AOB
10. Vote of thanks by Secretary Mr Savio Leitao



**Alumni In charge**



**IQAC In Charge**

  
Principal  
9/7/19

**DIRECTOR PHY. EDU & SPORTS**

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Date : 07/07/2019	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 : Mr Savio Leitao	
Time Keeper Name	Mr Savio Leitao	
Attendance	List is enclosed	
Welcome Address	Principal Dr. Manoj S. Kamat welcomed all present	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
Agenda Topic No. 1	Report of the Minutes and Activities by Secretary Mr Savio Leitao	
Time Allotted : 15 Min	Mr Savio Leitao	
Agenda Topic No. 2	Planning of activities for the year	
Time Allotted : 15 Min	Chairperson : Mrs Indira Pai Briefed about the importance of the Association and to have activities involving all the Ex-students like get together ,coming forward for religious festivals held in college like Divali, Christmas celebrations.etc	
Agenda Topic No. 3	Feedback speeches and Views	
Time Allotted 15 Min	<p>4 students gave account of their days in College and also expectations from the Association .</p> <ol style="list-style-type: none"> <li>1. Mr. Shriniwas Prabhu- now an eminent CA,expressed about development of leadership qualities among students.</li> <li>2. Ms Reha Correia: Winner of Goencho Awaz competition expressed how the college and teachers shaped her .</li> <li>3. Mr Bhanudas Gaonkar; Prominent School teacher shared some moments of his college life and his journey from student to a teacher</li> <li>4. Mrs Suman Gaonkar: Sarpanch of Gaondongrim Panchayat ,She expressed her gratitude to teachers and the college to all what she is today.</li> </ol>	

Vote of Thanks	Secretary Mr Savio Leitaio
List of the Members attended	<ol style="list-style-type: none"> <li>1. Ms Nishigandha Naik Gaonkar</li> <li>2. Ms Deepti Faldessai</li> <li>3. Ms Gaurisha Phal Desai</li> <li>4. Mr Bhanudas Gaonkar</li> <li>5. Mrs Pranita Gaonkar</li> <li>6. Ms Diksha Naik Desai</li> <li>7. Ms Melissa Fernandes</li> <li>8. Mr Jayesh Gaonkar</li> <li>9. Mr Pankaj Velip</li> <li>10. Mr Ashvek Shanbhag</li> <li>11. Ms Shibani Pagi</li> <li>12. Ms Almas Shaikh</li> <li>13. Ms Anjana Andakar</li> <li>14. Mr Utkarsh Pagi</li> <li>15. Mr Rohit Pagi</li> <li>16. Mr Brijesh Pagi</li> <li>17. Mr Anand Velip</li> <li>18. Ms Vaishali Gaonkar</li> <li>19. Ms Parvin Koppal</li> <li>20. Mr Regan Pagi</li> <li>21. Ms Reha Correia</li> <li>22. Ms Manisha Pagi</li> <li>23. Mr Ritesh Gosavi</li> <li>24. Mrs Indira Pai</li> </ol>

Submitted by

  
Secretary

Mr Savio Leitaio

**DIRECTOR PHY. EDU & SPORTS**

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**Action taken Report of Alumni Meeting held on : 07/07/2019**

Sn	Points of Action	Action to be taken	Responsibility	Remark
1	Bye Laws draft Preparation	Draft bye laws to be prepared	Mr Savio Leitao	Draft preparation
2	Registering of Alumni Association	Preparing the Registration file and documents	Mr Savio Leitao	Registration Formalities started
3	Executive Committee shortlisting	Tentative students shortlisting	IQAC coordinator Dr Rupa Chari	Executive committee shortlisted
4	Planning Activities for the year	Ex Students programme and interaction	Mrs Indira Pai	Outing
5	Involving students in college matters	Mobilizing students	Dr F.M.Nadaf	Talks in college
6	Getting Ex students information	Create Database students	Mr Vividh Pawaskar	New students added in data bank.

Submitted by

Secretary



Mr Savio Leitao

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**Date: 10/07/2019**

## NOTICE

A meeting of the IQAC Members with Parent Teacher Executive Body is scheduled on 20/07/2019 at 10:00 am. in College Auditorium.

All Executive Body Members are informed to attend the Meeting.

### Agenda:

- 1) Report of the College Activities
- 2) Presentation of NAAC & IQAC by respective Coordinators
- 3) New Initiatives by IQAC
- 4) PTA Registration
- 5) AoB

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal  
10/7

Dr. Manoj Kamat



### Minutes of PTA Staff Meeting on 20/07/2019

Date : 20/07/2019	Meeting Time : 10:30 a.m.	Location : Seminar Hall
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	First Executive Parent Teacher Association Meeting	
Facilitator Name	PTA Executive Committee Members	
Note Taker	PTA Secretary : Dr. Rupa Chari	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
Agenda Topic No. 1	Report of the College Activities by Principal	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	<ul style="list-style-type: none"> <li>At the outset Principal Dr. Manoj S. Kamat welcomed all Parents . Principal highlighted the college activities organized in Second Term. Visit of DHE Officers, Guest Lectures, Extension Activities, Shivjayanti, Parents Appreciation Day, Graduation Day, Medical Camp, NSS Camp,</li> </ul>	

*(Signature)*



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	<p>and Signing of MoU with different organisations, Departmental Workshops etc.</p> <ul style="list-style-type: none"> <li>Principal briefed about formation of Social Media Groups at wider scale to propagate the activities of the college, Voluntarily involvement of Institution Members in Social Programs, Publications in Daily Newspapers etc.</li> </ul>
<b>Agenda Topic No.2</b>	<b>Presentation of NAAC &amp; IQAC by respective Coordinators</b>
<b>Time Allotted : 10Min</b>	<p>1)Presenter : Dr. F.M.Nadaf – Vice Principal</p> <p>2)Dr. Rupa Chari</p>
	<ul style="list-style-type: none"> <li>Vice-Principal Dr. F.M.Nadaf presented NAAC Criterion information to the committee members in absence of Dr. Arvind Haldankar – NAAC Coordinator. Dr. Nadaf while briefing about NAAC –Cycle 1, informed about the procedure of NAAC Cycle -2.</li> <li>Dr. Rupa Chari –IQAC Coordinator explained the concept of IQAC, Functioning of the Body, Aims &amp; Objectives,</li> </ul>





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	Vision, Composition & Role of the Coordinator.
<b>Agenda Topic No 3</b>	<b>New Initiatives by IQAC</b>
Time Allotted : 15 Min	Presenter : Dr. Manoj S. Kamat
	Principal Dr. Manoj Kamat presented all IQAC Initiatives to Parent-Teacher Executive Body.
<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>Presenter : Dr. Manoj S. Kamat</b>
Time Allotted : 10 Min	<p>1. Principal Dr. Manoj S. Kamat congratulated all the HSSC of Canacona for getting highest score in XII Std.</p> <p>2. Principal also congratulated the National Award Teachers of Sarva Shiksha Abhiyaan.</p>
List of the Members attended First Meeting of Executive Committee Members	<p>1. Principal Dr. Manoj S. Kamat</p> <p>2. Vice- Principal Dr. F.M.Nadaf</p> <p>3. Shri. K.B. Gaonkar- Secretary, DPM</p> <p>4. Dr. Rupa Chari- IQAC Coordinator</p> <p>5. Shri. Ramdas Sawant- Head Clerk</p>



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|  | <ol style="list-style-type: none"><li>6. Shri. Sandesh Faldesai- Accountant</li><li>7. Mrs. Savita Tawadkar- Employer</li><li>8. Mr. Mario Fernandes- Industrialist</li><li>9. Mr. Abel Barretto- Stakeholder</li><li>10. Mrs. Indira Pai-Kudalkar- Alumni</li><li>11. Mr. Shriniwas Prabhu- Alumni</li><li>12. Mr. Savio Leitao- Teaching Faculty</li><li>13. Miss. Abigel Barretto- Ladies Representative</li><li>14. Sneha Desai</li><li>15. Mr. Abhay Dhuri</li><li>16. Mr. Shambhu Naik</li></ol> |
|--|--|

IQAC Coordinator

Dr. Rupa Chari

Principal

Dr. Manoj Kamat



### Action Taken Report of Meeting held on 20/07/2019 with PTA

Sr. No	Points of Action	Action To Be Taken	Responsibility
1	Registration of PTA	It was discussed in meeting to register PTA very soon	PTA Chairman & Secretary

IQAC Coordinator

Dr. Rupa Chari

Principal

Dr. Manoj S.Kamat



# DPM's Shree Mallikarjun College

Delem-Canacona, Goa

## Meeting of the Alumni-Association Executive Committee

Date: 9<sup>th</sup> November 2019 Time: 11:00 am Venue: College Auditorium

### Agenda

1. Registration, Filing of Alumni Application Form & Written Feedback
2. Introduction by the Compere Dr. (Mrs.) Rupa Chari
3. Invocation Song
4. Floral Welcome
5. Welcome by Ex Student Mrs. Indira Pai
6. Introduction of the Teachers
7. Introduction of the Ex-Students
8. Address by the Principal on '*Past, Present and Future of Shree Mallikarjun College*'.
9. Address by the Vice-Principal of '*Role of Alumni Association*'.
10. Formation of Alumni Executive Committee
11. Presentation of the Draft Byelaws by the Principal
12. Adoption of Byelaws / Signatories to New bank Account in the name of Alumni-Association
13. Sharing of Memories of the Past by Alumni and Teachers
14. Vote of Thanks by Mr. Savio Leitao
15. Group Photographs

  
**DIRECTOR PHY. EDU & SPORTS**

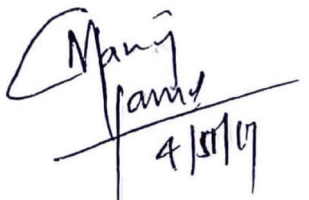
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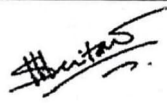
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4/11/19

Date : 09/11/2019	Meeting Time : 10:00 a.m.	Location : Seminar Hall
Meeting called by	NIRDHAR Alumni Association of College And IQAC .	
Types of Meeting	Second Bi - Annual Meeting of the Alumni Association .	
Facilitator Name	ALUMNI Committee Members	
Note Taker	ALUMNI Secretary : Mr Savio Leitao	
Time Keeper Name	Mr Savio Leitao	
Attendance	List is enclosed	
Welcome Address	Principal Dr. Manoj S. Kamat welcomed all present	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
Agenda Topic No. 1	Report of the Minutes and Activities by Secretary Mr Savio Leitao	
Time Allotted : 15 Min	Mr Savio Leitao	
Agenda Topic No. 2	Registration of ALUMNI Association	
Time Allotted : 15 Min	Chairperson : Mrs Indira Pai Briefed about the importance of Registering the Association under Societies Act . The responsibility of registering was entrusted upon the Secretary Mr Savio Leitao.	
Agenda Topic No. 3	Formation of Executive Committee In order to register the Association ,the Executive Committee and Office Bearers were formed by nominating among the prominent members .	
Time Alloted 30 Min	ii) The following were elected /Selected/nominated 1. Dr Manoj S Kamat – President 2. Mrs Indira Pai --- Chairperson 3. Mrs Suman Gaonkar Vice –Chairperson 4. Mr Bhanudas Gaonkar Vice Chairperson 5. Mr Savio Leitao Secretary 6. Ms Diksha Naik Desai Joint Secretary 7. Mr Gaurav Bhat Joint Secretary 8. Mr Vikas Bhagat Treasurer	
Vote of thanks	Dr. Rupa Chari : IQAC Coordinator	
List of the Members attended	1. Dr M.S.Kamat 2. Dr F.M.Nadaf 3. Dr Rupa Chari 4. Mr Savio Leitao 5. Mr Vividh Pawaskar	

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>6. Ms Gaurisha Phal Desai</li><li>7. Ms Nishigandha Naik Gaonkar</li><li>8. Ms Deepti Faldessai</li><li>9. Mrs Pranita Bhanudas Gaonkar</li><li>10. Mr Bhanudas Yeaswant Gaonkar</li><li>11. Ms Diksha Naik Desai</li><li>12. Ms Melissa Fernandes</li><li>13. Mr Jayesh Gaonkar</li><li>14. Mr Pankaj Velip</li><li>15. Mrs Indira Pai</li><li>16. Ms Parvin Koppal</li><li>17. Mr Ashvek Shanbhag</li><li>18. Mr Regan Pagi</li><li>19. Ms Shibani Pagi</li><li>20. Ms Almas Shaikh</li><li>21. Ms Anjana Andakar</li><li>22. Mr Utkarsh Pagi</li><li>23. Mr Rohit Pagi</li><li>24. Mr Brijesh Pagi</li><li>25. Ms Manisha Pagi</li><li>26. Ms Reha Correia</li><li>27. Ms Vaishali Gaonkar</li><li>28. Mr Anand Velip</li><li>29. Mr Ritesh Gosavi</li><li>30. Mr Agraj Desai</li></ol> |
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Submitted by

  
Secretary

Mr Savio Leitao.

**DIRECTOR PHY. EDU & SPORTS**  
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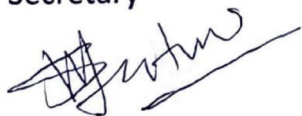


**Action taken Report of Alumni Meeting held on : 09/11/2019**

Sn	Points of Action	Action to be taken	Responsibility	Remark
1	Registering of Alumni Association	Finalise the documents necessary for Registration under Societies Act	Mr Savio Leitaio	Document complete
	Executive Committee formation	Final Formation Nomination and Election	IQAC coordinator	Executive Committee formed
2	Planning Activities for the year	Students get together programme	Mrs Indira Pai	Student outing and programme
3	Involving students in college matters	Mobilizing students	Dr F.M.Nadaf	Talks and coaching done by students
4	Getting Ex students information	Create Databse of students	Mr Vividh Pawaskar	Database updated

Submitted by

Secretary



Mr Savio Leitaio.

**DIRECTOR PHY. EDU & SPORTS**  
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**Date: 11/01/2020**

**NOTICE**

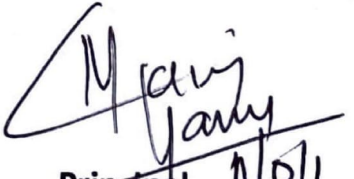
A meeting of the IQAC Members is scheduled with the College Students on 25/01/2020 at 11:30 am. In College Auditorium. All the Students of FY/SY/TY.B.A. /B.Com/B.Sc. Students.

All are informed hereby to attend the Meeting.

**Agenda :**

- 1) Confirmation of the Meeting held on 26/06/2019
- 2) Discipline
- 3) College Campus
- 4) ISA Exams
- 5) Certificate Courses
- 6) College Activities
- 7) Ek Bharat Shresth Bharat
- 8) AoB

  
11/01/2020  
IQAC Coordinator  
Dr. Rupa Chari

  
Principal 11/01  
Dr. Manoj Kamat



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### Minutes of Meeting held on 25/01/2020 with College Students

Date : 25/01/2020	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	
<b>Agenda Topic No. 1</b>	<b>Confirmation of Last Minutes</b>	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	In the beginning, Principal Dr. Manoj S. Kamat welcomed all students. Principal expressed Best Wishes for the students for successfully completing I, III & V Semester End Examination.	
<b>Agenda Topic No.2</b>	<b>Discipline</b>	
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat	
	Principal Dr. Manoj S. Kamat emphasized on discipline measures set by the college	





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	and authorities and informed students to obey strictly rules and regulations.
<b>Agenda Topic No.3</b>	<b>College Campus</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal Dr. Manoj S. Kamat informed students to maintain college campus neat and clean. Principal stressed to be more concern about campus area.
<b>Agenda Topic No.4</b>	<b>ISA Exams</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal Dr. Manoj S. Kamat informed all students to score good marks in ISA exam and perform well.
<b>Agenda Topic No.5</b>	<b>Certificate Courses</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal Dr. Manoj S. Kamat informed all students to attend Certificate Courses conducted by experts.
<b>Agenda Topic No.6</b>	<b>College Activities</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat
	Principal Dr. Manoj S. Kamat underlined all students to participate in college



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	activities as well as special programmes/ workshops/seminars / Cultural Programmes organized for them.
<b>Agenda Topic No.7</b>	<b>Ek Bharat Shresth Bharat</b>
Time Allotted : 10Min	Presenter : Dr. Manoj S. Kamat/ EBSB Convener
	Principal Dr. Manoj S. Kamat informed selected team of EBSB to participate actively in the programmes conducted for them under Ek Bharat Shresth Bharat.
<b>Agenda Topic No.8</b>	<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: 3/2/2020**

## NOTICE

A meeting of the IQAC Members with Parent Teacher Executive Body is scheduled on 12/02/2020 at 10:00 am. in College Auditorium.

All Executive Body Members are informed to attend the Meeting.

### Agenda:

- 1) Registration of PTA
- 2) PTA Accounts Signatory Members
- 3) Parent Teacher Association Celebration Day
- 4) Felicitation of Noted Parents/ Board Member
- 5) Committees of Parent Teacher Association Celebration Day
- 6) Financial Assistance for TYBA Student
- 7) Schedule Programme of PTA Celebration
- 8) AoB

  
IQAC Coordinator

Dr. Rupa Chari

  
Principal

Dr. Manoj S. Kamat



## Minutes of the Parent Teacher Association Meeting on 12/02/2020

Date : 12/02/2020	Meeting Time : 10:00 a.m.	Location : Principal cabin
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Quarterly PTA Executive Committee Meeting (February)	
Facilitator Name	PTA Executive Committee Members	
Note Taker	PTA Secretary : Dr. Rupa Chari	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
<b>Agenda Topic No. 1</b>	<b>Registration of PTA</b>	
Time Allotted : 10 Min	<b>Presenter : Mrs. Sneha Desai ( President PTA) &amp; Dr. Rupa Chari (Secretary PTA)</b>	
Action Plan	<ul style="list-style-type: none"> <li>• It was informed that PTA Registration is in process.</li> <li>• The self-attested Aadhar Cards photo copies have been submitted to PTA President.</li> <li>• PTA President Mrs. Sneha Desai informed that very soon PTA Registration will be done.</li> </ul>	
<b>Agenda Topic No.2</b>	<b>PTA Accounts Signatory Members</b>	
Time Allotted : 05Min	<b>Presenter : Dr. Manoj Kamat ( Principal &amp; Chairman of PTA)</b>	
Action Plan	<ul style="list-style-type: none"> <li>• It was decided that Treasurer-PTA and Principal/ Secretary-PTA will be accountable for PTA Accounts transaction.</li> <li>• During this hour, College Accountant Shri. Sandesh Phaldesai placed the figure of amount in PTA treasury i.e Rs. 75,000/- .</li> <li>• Dr. Rupa Chari informed about Rs. 1000/- given in donation</li> </ul>	

<b>Agenda Topic No.3</b>	<b>Parent Teacher Association Celebration Day</b>
Time Allotted : 05Min	<b>Presenter : Dr. Manoj S. Kamat (Chairman-PTA)</b>
Action Plan	<ul style="list-style-type: none"> <li>• It was informed that 29<sup>th</sup> February, 2020 is finalized for PTA Celebration Day.</li> <li>• The expected schedule of the Celebration was highlighted.</li> <li>• Chairman requested the committee members to inform all the parents about Ceremony as far as possible.</li> <li>• Chairman informed all the Members to make the Event a Grand successful one.</li> <li>• Mr. Shambhu Naik shared the responsibility of collecting refreshments on Celebration Day.</li> <li>• Shri. Abhay Dhuri happily informed to gather information of coconut or available saplings.</li> <li>• Dr. Rupa Chari was given task of purchasing shawls.</li> </ul>
<b>Agenda Topic No.4</b>	<b>Felicitation of Noted Parents/ Board Member</b>
Time allotted : 30 Min	<b>Presenter : Dr. Manoj S. Kamat (Chairman-PTA)</b>
Action Plan	<ul style="list-style-type: none"> <li>• It was discussed in the Meeting that Best Outgoing/ Noted Third Year Students Parents should be felicitated as a mark of honor.</li> <li>• The responsibility of identifying students &amp; their parents was assigned to PTA Celebration 2020 Convener Dr. Purnanand Chari.</li> </ul>
<b>Agenda No . 05</b>	<b>Committees of Parent Teacher Association Celebration Day</b>



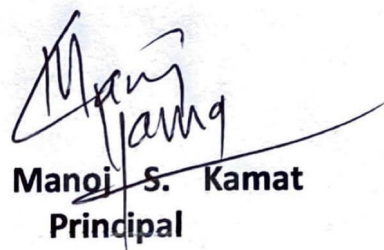
	the Celebration Day
<b>Agenda No: 6</b>	<b>Financial Assistance for TYBA Student</b>
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat (Chairman-PTA)
Action Plan	<ul style="list-style-type: none"> <li>Principal Dr. Manoj Kamat opened the topic for discussion about Financial Assistance for Meritorious Student who wish to track for Higher studies.</li> <li>But due to Financial Constraint, if it causes hindrance, then PTA should provide some funds for needy ones.</li> <li>Chairman continued with genuine case of Miss. Sandhya Kharat, TYBA (Sociology).</li> <li>Principal informed about Financial Assistance by himself of amount Rs. 25,000/- &amp; Dr. Arvind Haldankar 25,000/- to Sandhya Kharat.</li> <li>It was decided to handover a sum of Rs. 25,000/- to Miss. Sandhya Kharat through PTA Funds.</li> </ul>
<b>Agenda No 7</b>	<b>Schedule Programme of PTA Celebration</b>
Time Allotted : 10 Min	Presenter : Dr. Rupa Chari ( Secretary-PTA) & Dr. Purnanand Chari ( Convenor-PTA Celebration)
Action Plan	<ul style="list-style-type: none"> <li>Introduction</li> <li>Welcome by Principal</li> <li>Floral Welcome</li> <li>Speech by Treasurer</li> <li>President Address – PTA</li> <li>Felicitation of Noted Parents</li> <li>Address by Chief Guest</li> <li>DPM Chairman's Remarks</li> <li>Vote of Thanks – Secretary</li> </ul>



Agenda No 8	<b>AoB</b> Since there was no other queries, Dr. Rupa Chari proposed Vote of Thanks.
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**Dr. Rupa Chari**  
**PTA Secretary/ IQAC Coordinator**



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

Encl : 1) List of present PTA Members

**Following members present for the Parent Teacher Association Meeting  
conveyed on 12/02/2020**

1.	Dr. Manoj S Kamat	Principal
2.	Mrs. Sneha Desai	President (PTA)
3.	Shri. Shambhu Naik	Vice-President
4.	Shri. Mangesh Pagi	Vice-President
5.	Shri. Satendra Bhagat	Vice-President
6.	Shri. Abhay Dhuri	Treasurer
7.	Dr. Rupa Chari	Secretary
8.	Dr. Purnanand Chari	Teaching Faculty
9.	Shri. Ramdas Sawant	Head-Clerk



**Date: 25/02/2020**

**NOTICE**

A meeting of the IQAC Members with Teaching Staff is scheduled on 03/03/2020 at 10:00 am. in College Auditorium.

All Executive Body Members are informed to attend the Meeting.

**Agenda:**

- 1) Confirmation of Last Meeting
- 2) Syllabus Completion
- 3) Discipline at College Campus
- 4) AQAR Uploading-2019-2020
- 5) AoB

**Staff Secretary**

**Shri. Sandesh Sawant**

**IQAC Coordinator**

**Dr. Rupa Chari**

**Principal**

**Dr. Manoj S. Kamat**





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**Following Teaching Staff members were present for the meeting held on  
 03/03/2020 at 10:00 am. in College Auditorium.**

1. Dr. Manoj S. Kamat	Principal
2. Dr. F.M.Nadaf	Vice-Principal
3. Mr. Sandesh Savant	Staff Secretary
4. Dr. Jagmohan Singh	Teaching Staff
5. Shri Savio Leitao	"
6. Dr. C.P. Hiremath	"
7. Ms. Sanjana Naik	"
8. Shri Vividh Pawaskar	"
9. Dr. Arvind Haldankar	"
10.Mr. Keval Naik	"
11.Ms. Domitel D'Souza	"
12.Ms. Anisha Sawant	"
13.Ms. Yogeeta Lopes	"
14.Dr. Rupa Chari	"
15.Ms. Radhika Naik	"
16.Mrs. Prajyoti Sawant Dessai	"
17.Ms. Deepti Fal Desai	"
18.Ms. Soniya Gadkar	"
19.Mr. Jayesh P. Gaonkar	"
20.Ms. Anisha D. S. Desai	"
21.Dr. Sucheta Naik	"
22.Mrs. Kshama Desai	"
23.Mrs. Sneha Naik	"
24.Mrs. Geeta Walvekar	"
25.Ms. Karishma Parsekar	"
26.Dr. Mithil Fal Desai	"
27.Miss. Divya Sawant	"
28.Mrs. Sneha Naik	"
29.Miss. Vaishali Gaonkar	"







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<b>Agenda Topic No. 3</b>	<b>Discipline at College Campus</b>
Time allotted: 10 Minutes	Presenter: Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>Principal informed all Teaching Staff to abide all rules and regulations.</li> <li>Principal informed all the members to be at Campus in a given time schedule.</li> </ul>
<b>Agenda Topic No. 4</b>	<b>AQAR UPLOADING -2019-2020</b>
Time allotted: 10 Minutes	Presenter: Dr. Manoj S. Kamat
	<ul style="list-style-type: none"> <li>Principal Dr. Manoj S. Kamat informed all Staff Members that very soon AQAR-2019-2020 will be uploaded very soon.</li> <li>All the Faculty Members were informed to submit Official records in disciplined manner.</li> <li>Principal mentioned that all the NAAC Criterion Incharges to put in efforts towards AQAR Report.</li> <li>It was informed all the Teaching Staff Members to work unanimously towards NAAC Report.</li> </ul>
	Meeting concluded at 10.15 a.m. with vote of thanks by Staff Secretary Mr. Sandesh Savant.

**Staff Secretary**

**Shri. Sandesh Sawant**

**IQAC Coordinator**

**Dr. Rupa Chari**

**Principal**

**Dr. Manoj S. Kamat**





**Date: 16/03/2020**

## NOTICE


A meeting of the IQAC Members is scheduled with the Office Staff on 21/03/2020 at 11:00 am. In College Auditorium. All the Office Staff Members are informed hereby to attend the Meeting.

### Agenda :

- 1) Confirmation of last meeting
- 2) Skill Development Programme
- 3) Result of Odd Semester Exam
- 4) Discipline
- 5) NAAC Criterion
- 6) AoB

  
Dr. Rupa Chari

**IQAC Coordinator**

  
Dr. Manoj S. Kamat  
Principal 16/3



**Following Office Staff Members were present for the Meeting held on  
21/03/2020**

1. Mr. Ramdas Sawant
2. Mr. Sandesh Faldesai
3. Mr. Bhalchandra Desai
4. Mrs. Manuja Gaonkar
5. Mr. Agraj Desai
6. Miss. Shruti Faldesai
7. Mrs. Sneha Desai
8. Miss. Sanija Desai
9. Mr. Krishna Desai
10. Miss. Sargam Bhikar
11. Mrs. Jyoti Naik Gaunkar
12. Mr. Rajesh Gaunkar
13. Mr. Gaurish Desai
14. Mr. Ravi Komarpant
15. Mr. Pradhyumn Bhairali
16. Mr. Krishna Vagonkar
17. Mr. Vithoba Gaunkar
18. Mr. Manjunath Bhairali
19. Mr. Anup Sawant
20. Mr. Deelip Naik Gaunkar
21. Mr. Shivraja Naik Deshmukh
22. Mr. Prakash Gaunkar
23. Mr. Premanand Bhagat
24. Mr. Paresh Dhuri
25. Mr. Pankaj Velip

*[Handwritten Signature]*  
21/3



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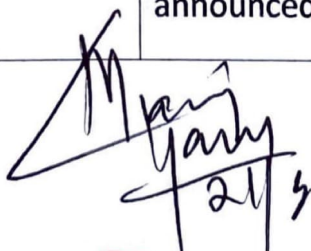
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### Minutes of Office Staff Meeting held on 21/03/2020 at 11:00 a.m.

<u>Date : 21/03/2020</u>	<u>Meeting Time : 11:00 am</u>	<u>Location : Auditorium</u>
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Second Office Staff Meeting	
Facilitator Name	Office Staff Members	
Note Taker	Secretary : Shri. Bhalchandra Desai	
Time Keeper Name	Mr. Rajesh Naik Gaonkar	
Attendance	List is enclosed  25 Office Staff Members attended Meeting.	
<b>Agenda Topic No. 1</b>	<b>Confirmation of the last meeting</b>	
Time Allotted : 10 Min	Presenter : Secretary	
<b>Agenda Topic No.2</b>	<b>Skill Development Programme</b>	
Time Allotted : 10Min	Principal Dr. Manoj S.Kamat informed about Skill Development Programme (5s) to be conducted for Office Staff in order to built more efficiency in work nature. Tentatively the programme may be conducted February- March , announced by Principal.	

  
 21/3  
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Agenda Topic No.3	Result of Odd Semester Exam
Time Allotted : 10Min	Principal Dr. Manoj S. Kamat expressed Best Wishes to all office staff for carrying out smooth functioning of the exam work. Principal informed to work with extra care with reference to the Odd Semester Exam result. Principal also informed to distribute marksheet in time. Also to treat revaluation cases within stipulated duration.
Agenda Topic No.4	Discipline
Time Allotted : 10 Min	Principal Dr. Manoj S. Kamat strictly informed all Office Staff members to abide by the rules and regulations and follow discipline in College campus.
Agenda Topic No.5	NAAC Criterion Meetings
Time Allotted : 15 Min	Principal Dr. Manoj S. Kamat informed all Office Staff Members to share responsibilities of the NAAC Criterion circulated to them well in advance. Also instructions were given to attend the meetings as per the call given by respected Criterion Incharges .



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**Agenda Topic No.6**

**AoB**

1. Office record to be maintained in order.
2. In-house Staff Training to be conducted
3. Office Staffs participation in NAAC Preparation
4. Odd Semester Examination

Dr. Rupa Chari

IQAC Coordinator

Dr. Manoj S. Kamat

Principal



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### Action Taken Report of Meeting held on 21/03/2020 with Office Staff

Sr. No	Points of Action	Action To Be Taken	Responsibility	Remarks
1.	Skill Development Programme	Skill Development Programme (5s) to be conducted for Office Staff in order to built more efficiency in work nature.	Head Clerk	Skill Development Programme was organised
2.	Office Records	Maintenance of all Office Records	Office Staff	Category of documents was done.
3.	In-House Office Staff	Training /Sessions for In-House Staff	Mr. Sandesh Phaldesai	Sessions were conducted





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4.	Acceptance of Academic Records	Three Copies of each document to be received /submitted by Teaching Staff/Office Staff	Mrs. Manuja Goankar	Acceptance of documents in three copies was followed
5.	NAAC Preparation	To attend all NAAC Meetings	Office Staff	Meetings attended
6.	Odd Semester Examination	To carry out the work related to conduct exams ( Print outs of question Paper, Receiving Q.Papers, allotment of students in class as per seat nos, Supervision duties, etc.	Mr. Bhalchandra Desai	Procedure was followed

Dr. Rupa Chari

IQAC Coordinator

Dr. Manoj S. Kamat

Principal



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Date: 02/04/2020

**NOTICE**

A meeting of the IQAC Executive Members is scheduled on 18/04/2020 at 10:30 am. in College Auditorium.

All IQAC Executive Members are informed to attend the Meeting.

**Agenda:**

- 1) Confirmation of last meeting held on 20/06/2019
- 2) Report of the College Activities by Principal.
- 3) Future Plans for 2020-2021
- 4) Feedback Reports
- 5) Certificate Courses
- 6) Significant Contributions under Institutional Values & Social Responsibilities
- 7) Workshops/ Seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative
- 8) AOB

  
Dr. Rupa Chari

**IQAC Coordinator**

  
Dr. Manoj S. Kamat

**Principal** 2/4



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## Minutes of IQAC Executive Body Meeting held on 18/04/2020 at 10:30 a.m.

Date : 18/04/2020	Meeting Time : 10:30 a.m.	Location : Seminar Hall
Meeting called by	Principal Dr. Manoj S. Kamat	
Types of Meeting	Second Executive IQAC Meeting	
Facilitator Name	Executive IQAC Members	
Note Taker	IQAC Coordinator : Dr. Rupa Chari	
Time Keeper Name	Dr. Rupa Chari	
Attendance	List is enclosed	
Agenda Topic No. 1	<b>Welcome &amp; Confirmation of last meeting held on 20/06/2019</b>	
	At the outset, Principal welcomed all the IQAC Members. Minutes of the previous meeting were read and confirmed.	
Agenda Topic No. 2	<b>Report of the College Activities by Principal</b>	
Time Allotted : 10 Min	Presenter : Dr. Manoj S. Kamat	
	<ul style="list-style-type: none"> <li>Principal Dr. Manoj S. Kamat highlighted the college activities organized in Second Term. Visit of DHE Officers, Guest Lectures, Extension Activities, Shivjayanti, Parents Appreciation Day, Graduation</li> </ul>	





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	<p>Day, Medical Camp, NSS Camp, and Signing of MoUs' with different organizations, Departmental Workshops etc.</p> <ul style="list-style-type: none"> <li>Principal briefed about formation of Social Media Groups at wider scale to propagate the activities of the college, Voluntarily involvement of Institution Members in Social Programs, Publications in Daily Newspapers etc.</li> </ul>
<b>Agenda Topic No.3</b>	<b>Future Plans for 2020-2021</b>
	<ul style="list-style-type: none"> <li>In house Online Teaching Content Development by teaching Staff</li> <li>Dynamic During Covid 19-Pandemic</li> <li>MOU with Industry Body</li> <li>Rigorous Certificate Courses</li> <li>Webinars on Sustainable Development Goals</li> <li>On field Involvement of Staff in Community Outreach for Covid -19</li> <li>Conduct of National/ International Conferences and publication</li> <li>Green Initiatives</li> <li>Institutionalization of practices undertaken by Science Stream</li> <li>Proactive involvement of E-</li> </ul>

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	<p>Learning Initiative Project of DHE "DISHTAO"</p> <ul style="list-style-type: none"> <li>• Capacity Building Programme for Faculty on E-Content Development</li> <li>• Promotion of Community Outreach Programme / Extension activities</li> <li>• Career Guidance to the students of all streams of college and surrounding Higher Secondaries</li> </ul>
<b>Agenda Topic No.4</b>	<b>Feedback Reports</b>
	Principal informed in meeting that feedback reports of Parents, Alumni, Teachers, Students, Curriculum were submitted.
<b>Agenda Topic No.5</b>	<b>Certificate Courses</b>
	<p>Tally Professional, Life skills Course in IT &amp; MS Office Management, Life skill Course in Mental Ability Certificate Courses were introduced.</p> <p>Students were enrolled in Civic Sense and Moral Value Education, First Aid, Life skills Course in IT &amp; MS Office Management, Fundamentals of Research Methodology, Life Skill Course in Mental Ability, Tally Professional (Proficiency in Tally Accounting, Inventory Management &amp; GST Accounting Certificate Courses.</p>



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Agenda Topic No.6	Significant Contributions (Institutional Values & Social Responsibilities)
	<ul style="list-style-type: none"> <li>• Symposium on "Mainstreaming Transgender: a Discourse"</li> <li>• Lecture on "IPR Women Rights Protection and Judicial Response."</li> <li>• Lecture on Safety of Women and Related Law</li> <li>• Goan Women in Science</li> <li>• Celebration of International Women's Day</li> <li>• International Yoga Day Celebration</li> <li>• Hindi day celebration</li> <li>• Independence Day Celebration</li> <li>• Rachanatmak Sandesh lekhan Dept of Hindi</li> <li>• Screening of documentary on Gandhi Dept. of Hindi</li> <li>• Workshop on creating Digital poster using MS words and release of newsletter on Gandhiji Dept. of IT</li> <li>• Gandhi Jayanti Celebration</li> <li>• Rashtriya Ekta Diwas</li> <li>• Goa Liberation Day</li> <li>• Voters Day Org by NSS Unit</li> <li>• Republic Day</li> <li>• International Womens day 2020</li> <li>• Lecture of Road Safety was</li> </ul>



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delivered by Shri. Nixon Soares,  
Motor Vehicle Inspector of  
Canacona Division.

- Road safety program in collaboration with Regional Transport Officer (RTO) for sensitization of consequences of fatal accident due to non-obedience of traffic rules. Drive Safe 'live and let others live' message to the youth.
- Prayer in the St. Teresa Church
- Study visit to Museum
- international Science Day
- Prayer in the St. Teresa Church
- Study visit to Museum
- International Science Day
- Sadbhavana Muburak id celebration org. by College Excursion Committee.
- Celebration of Premchanda and Tulsidas Jayanti Org by dept. of Hindi
- Tilak Jayanti org. by Dept of Marathi
- 150<sup>th</sup> Birth Anniversary Celebration of Mahatma Gandhi org by NSS Unit
- Dept. of Sociology in collaboration with MARG Conducted guest lecture on Modern Citizens: Role and Responsibilities
- Jaagtik Marathi Bhasha Din



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	<ul style="list-style-type: none"> <li>• Felicited Shri. Shantaji Naik Gaonkar, Shri. Ulhas Pai Bhatikar, Captain Edde Verghese &amp; Shri. Babu Komarpant at Shivjayanti Samaroh Celebration on 12/03/2020.</li> <li>• Visit by Swedish students to Department of Sociology on 22/01/2020.</li> </ul>
<b>Agenda Topic No.7</b>	<b>Workshops/ Seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative</b>
	<p>Under (IPR) following programmes were conducted .</p> <ul style="list-style-type: none"> <li>• Newspaper Supplements making &amp; feature writing</li> <li>• Sutrasanchalan Kaushalya Ani Vyavasayik Bhumika</li> <li>• Training on softwares -Recuva &amp; Audacity</li> <li>• Use of Epicollect in Coastal Zone Management Plan Survey</li> <li>• Hands on practice on floriculture</li> <li>• Creating Google Forms for industrial use</li> <li>• Training on Creating digital posters using MS word</li> <li>• Workshop on Digital Marketing</li> <li>• Workshop on SBI YONO App</li> <li>• Internship program</li> <li>• Skill development program</li> </ul>



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	<ul style="list-style-type: none"> <li>• Workshop On Camera Techniques and Film Editing</li> <li>• One day Boot Camp on Innovation , Creativity &amp; Start ups</li> </ul>
<b>Agenda Topic No.8</b>	<b>AoB</b>
Time Allotted : 30 Min	<p>Executive Members discussed about the Quality Initiatives those which were discussed and finalized to be practiced from the current academic year.</p> <ul style="list-style-type: none"> <li>• After a successful training, a test was conducted on 17<sup>th</sup> February 2020 by the Progressive Management Consultants, Goa in which 22 staff members cleared examination with more than 70 percent of marks.</li> <li>• E-Content development &amp; Use of ICT was at higher level.</li> <li>• College participated in NIRF, India Survey &amp; EW</li> <li>• College signed MoUs with other Educational Institutions.</li> <li>• Outreach programs were organized.</li> <li>• Weekly/Fortnightly/Monthly articles were contributed for Newspapers.</li> <li>• Online Payments</li> </ul>
	IQAC Coordinator proposed Vote of Thanks
List of the Members attended Second Meeting of Executive Committee Members	<ol style="list-style-type: none"> <li>1. Principal Dr. Manoj S. Kamat</li> <li>2. Vice- Principal Dr. F.M.Nadaf</li> <li>3. Shri. K.B. Gaonkar- Secretary, DPM</li> <li>4. Dr. Rupa Chari- IQAC Coordinator</li> <li>5. Shri. Ramdas Sawant- Head Clerk</li> <li>6. Shri. Sandesh Faldesai- Accountant</li> <li>7. Mrs. Savita Tawadkar- Employer</li> <li>8. Mr. Mario Fernandes- Industrialist</li> <li>9. Mr. Abel Barretto- Stakeholder</li> </ol>





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	<p>10. Mrs. Indira Pai-Kudalkar- Alumni 11. Mr. Shrinivas Prabhu- Alumni 12. Mr. Savio Leitao- Teaching Faculty 13. Miss. Abigel Barretto- Ladies Representative</p>
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IQAC Coordiantor  
Dr. Rupa Chari

Principal  
Dr. Manoj S. Kamat



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**Action Taken Report of the IQAC Executive Meeting held on  
18/04/2020**

Sr. No	Points of Action	Action To Be Taken	Responsibility	Remark
1	Academic Administrative Audit by External Agency	Training & Test to be conducted	IQAC	In process
2	Participation in NIRF	Documentation of reports	Teaching & Office Staff	Reports submitted to NIRF
3	MoU	Signing of MoUs' with Educational/ NGOs & Other related bodies	All Departments	Total (5) MoUs' were signed 1)
4	Preparation for ISO 9001 2015	Quality Management System Procedural documents to be prepared	Staff Members	Ongoing
5	Internal Audit Course for Staff by Professional Body.	Internal Audit Course to be conducted	IQAC	Date from Ramdas completed
6	Implementation of Online Payment.	Online Payment to be implemented	Office	Ongoing



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7	Felicitation of Parents/ Participation of Parents in decision making.	PTA Programme to be organized & Participation of Parents through PTA	PTA Secretary	Programme Organised on 29 <sup>th</sup> Feb, 2020
8	Policy & Manual	To prepare Policies such as Purchase, Discipline, Safety & Security, Office etc.	Administratio n	Submitted
9	Regional Distinctiveness	To identify Personalities & Felicited	IQAC	Felicited
10	Involvement of In-House Faculty for Inter-Departmental Curriculum enrichment.	Programmes/ Lectures to be organized	All Teaching Faculty	Faculty contributed in Inter-Departmental Programs based on Curriculum.
11	Community Development through Newspaper Writings	Weekly/ Fortnightly/Monthly articles to be written	Teaching Staff	Creative Writings of Staff was contributed. (Dr. Manoj S. Kamat, Dr. F.M.Nadaf, Dr. Rupa Chari, Dr. Arvind Haldankar, Ms. Sonia Gadkar)
12	Promotion of Community Outreach	Organizing Programs	Teaching Faculty	Programs were organised





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	Programs			
13	Certificate Courses	To prepare Syllabus, Scheduling dates, to conduct Course, Exam & declare results & issue Certificates to participants.	Faculty Members	Total 6 Certificate Courses were conducted. <ol style="list-style-type: none"> <li>1. Statistics Course</li> <li>2. Civic Sense &amp; Moral Value Education</li> <li>3. First Aid</li> <li>4. IT &amp; Computing Skills</li> <li>5. Fundamentals of Research Methodology</li> <li>6. Life Skill Course in Mental Ability</li> </ol>
14	Feedback	To collect different types of Feedback such as Alumni/ Students fd. on curriculum & Teachers/Exit Fd./ Parents/Employer	NAAC Criterion I	Submitted
15	Library Manual & Library Audit	To prepare Library Manual & Library Audit	Librarian	Submitted
16	Research Centers	To start Research Centers in Commerce & Geography.	Dept. of Commerce & Geography	Research Centers were established



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17	To promote Research Publications	Promotion of Research Publications in UGC recognized Journals.	Research Cell	Faculty submitted Research articles in UGC Journals
18	Registration of Parent Teacher Association.	To register PTA	Parent Teacher Cell	Registered
19	Registration of Alumni Association	To register Alumni	Alumni Cell	Registered
20	Faculty Development Programmes	To organize FDP	Teaching Staff	FDP was conducted
21	Participation in India Ranking	Documentation of reports	Teaching & Office Staff	Participated
22	Participation in EW India Ranking	Documentation of reports	Teaching & Office Staff	Participated
23	E-Content Development & ICT	To prepare E-Content & Use of ICT in Teaching & Learning	Teaching Staff	Submitted by Teaching Staff

Dr. Rupa Chari

IQAC Coordinator

Dr. Manoj S. Kamat

Principal