



SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM, CANACONA, GOA. 403 702

Accredited by NAAC with Grade 'B' (CGPA Score 2.81 on a 4 Point Scale)

E-mail ID: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.in

INTERNAL QUALITY ASSURANCE CELL

Details of Meetings for the year 2016-17

Sr. No.	Name of the Meeting	Date of Meeting	Action Taken Report (ATR)	Page Nos.
1.	IQAC Teaching Staff Meet (1)	15/06/2016	Yes (7)	1-7
2.	IQAC & Office Staff Meet (1)	20/06/2016	Yes (11)	8-11
3.	IQAC & Student Meet (1)	25/06/2016	Yes (18)	12-18
4.	IQAC Executive Meet (1)	11/07/2016	Yes (39)	19-39
5.	IQAC & Student Meet (2)	18/02/2017	No	40-44
6.	IQAC & Office Staff Meet (2)	15/03/2017	Yes (48)	45-48
7.	IQAC Teaching Staff Meet (2)	31/03/2017	Yes (55)	49-55
8.	IQAC & Alumni Meet	15/04/2017	No	56-59
9.	IQAC Executive Meet (2)	03/05/2017	Yes (68)	60-68



Annexure : All Notices and Minutes (1) to (9) with ATR

(Signature)
PRINCIPAL
 Dnyan Prabodhini Mandal
 SHREE MALLIKARJUN
 COLLEGE OF ARTS & COMMERCE
 CANACONA - GOA



SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

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14/06/2016

IQAC Staff Meeting

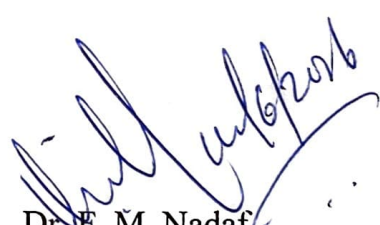
It is brought to the notice of all the Staff Members that a meeting with IQAC is conveyed on 15th June 2016 at 10:00 am in the Auditorium to discuss the following Agenda for the academic Year 2016-17.

Agenda:

- 1) Confirmation of the Minutes of Last Meeting
- 2) Admission
- 3) University Result
- 4) Annual Plan
- 5) Best Practices
- 6) New Initiatives
- 7) AoB

Hence, all are requested to attend the same.




Dr. F. M. Nadaf
Officiating Principal
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANACONA - GOA

OUR VISION : To emerge as the torchbearer in the learner-centric Quality Higher Education through unstinted commitment and dedicated efforts continuously evolving to better the BEST.

OUR MISSION : To strive for community development through empowerment of individuals by providing opportunities for learning life's education and to lead by example.



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Minutes of the IQAC Staff Meeting held on 15/06/2016

Meeting called on 15/06/2016 was attended by following staff members:

Mr. Anand S. Velip
Dr. Arvind N. Haldankar
Ms. Domitel Dsouza
Dr. Suchita Naik
Mrs. Kshama Dessai
Dr. Rupa Chari
Mr. Savio Leitao
Dr. Purnanand Chari
Dr. C. P. Hiremath
Dr. Jaghmohan Singh
Mr. Ramu Pagi
Darshana Pagi
Dr. Pramada U. G. Desai
Mrs. Tanuja Fal Dessai
Miss. Karishma S. Parsekar
Mr. Ashvek V. Shanbhag
Mr. Vaibhav V. Dhuri
Mr. Vividh Pawaskar
Ms. Suvidha Komarpant
Ms. Gaurisha phal Desai
Mr. Sandesh Savant
Dr. Geeta S. Walvekar
Dr. F. M. Nadaf

Agenda of the Meeting:

- 1) Confirmation of the Minutes of Last Meeting
- 2) Admission
- 3) University Result
- 4) Annual Plan
- 5) Best Practices
- 6) New Initiatives
- 7) AoB



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Dr. Nadaf welcomed all the members to the meeting and wished everyone an eventful academic year and requested them to work for the development of the college.

He said we are conducting this meeting before the First Meeting of the IQAC. He said decisions taken here will be discussed in the IQAC meeting to be held soon.

Dr. Nadaf requested Dr. Geeta Walvekar, Staff Secretary to read the minutes of the last meeting held on 18th March 2016.

Minutes were read and confirmed.

Admission 2016-17

The principal expressed his gratitude to the Admission Committee for working hard during the holidays. He said today is the first working day of the new academic year and we have admitted 120 students which is our full quota. He further said, we have admitted 42 students in First Year BCom, the number will increase by the month-end because of XII Supplementary Results.

University Results:

The principal said like every year, this year too our students have performed exceptionally well in the University Exam. Our BA Result is 88.57% and BCom result is 85.86%. Dr. Nadaf informed that result will further improve because many students have applied for revaluation. Dr. Nadaf congratulated students and staff members for their efforts in getting a good result.

Annual Plan

Dr. Nadaf informed that IQAC in its meeting held on 09/05/2016 has approved Academic Plan and requested all the adhere to the same.

Best Practices

IQAC in its meeting held on 09/05/2016, decided to continue with the last year's Best Practices because some members thought that Best Practices should be for a long period of time.



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New Initiatives

Dr. Nadaf said the new initiatives for the year 2016-17 will be discussed in the IQAC meeting to be held soon. He said after the approval it will be made available to staff for implementation for this year.

AoB:

Appointment of teachers:

The principal informed that the process of lecture basis appointments of teachers is completed in Economics, Marathi, Geography, Sociology, Konkani and Commerce. The interviews of History and Hindi for contract basis posts is fixed on 18/06/16.

Inauguration of New Computer Lab building:

Dr. Nadaf informed the house that the new computer lab building will be inaugurated on 17th June 2016 at the hands of the honorable Member of Parliament (Rajya Sabha) Shri. Shantaram Naik at 11:0 am. Dr. Nadaf requested Mrs. Tanuja Fal Desai Asst Prof. in Maths and IT to take responsibility of the inauguration programme.

Time table:

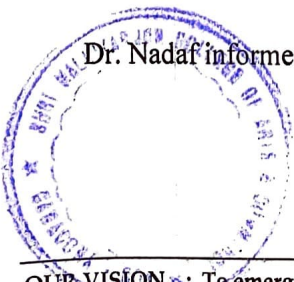
Time Table Coordinator informed that the College timetable for the academic year 2016-17 is ready and will be circulated immediately after the meeting.

Supplementary Exam:

Dr. Nadaf brought the information of the house that the Supplementary exam is completed today i.e., on 15/06/2016. The exam committee was appreciated the smooth conduct of the Examination. Dr. Jaghmohan Singh requested all the teachers to submit the assessed papers at the earliest to declare the result of the supplementary exam.

AoB:

Dr. Nadaf informed the staff that International Yoga Day will be celebrated on 21st June 2016.



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Dr. Nadaf informed that Goa University has issued an election notification for Academic Council and requested the staff to contest.

Dr. Nadaf brought to the notice of staff that Statutes 20 (SA-20) and IQAC ordinance are modified

The principal requested for Monthly Departmental meetings by all Departments

The principal informed that as a new practice, the Student Identity Card will have the name of the Mentor printed on it. He said this step will reignite the Mentoring Process.

Dr. Nadaf said he will conduct an Orientation Programme for the newly recruited teachers.

Dr. C. P. Hiremath requested to see the service book.

The principal informed that Management has decided to meet Staff both teaching and non-teaching every year 2nd of July to understand the difficulties faced and also to seek suggestions for the further growth of the College.

Dr. Nadaf informed that under RECHARGE Programme, Two Faculty Development Workshops will be conducted on the Role of IQAC in sustenance and enhancement of education and Experiential learning tentatively on 12/10/16 and 14/10/16.

The Principal asked IQAC Coordinator to organize an Induction program for the F.Y.B.A/B.COM Students on 16th June 2016 at 11:00 am.

Dr. Rupa Chari, Coordinator of the Academic Plan informed that the report will be submitted to IQAC every month by 5th and she requested all the teachers to enter the activities conducted and attended in the dedicated register maintained in the Staff Room.

Meeting ended with a Vote of Thanks by Dr. Geeta Walvekar, Staff Secretary.



Dr. E. M. Nadaf
Officiating Principal
Dnyan Prabodhini Mandal
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Staff meeting

15/06/16

Page No.

Date:

Sr.No

Name

Signature

1. Anand S. Velip
2. Arvind N. Haldankar
3. Domitil D'souza
4. Dr. Sucheta Naik
5. Mrs. Kshama Desai
6. Dr. Rupa Chari
7. Mr. Savio Leitas
8. Dr. Purnanand Chari
9. Dr. C. P. Hiremath
10. Dr. Jagmohan Singh
11. Mr. Kemu Paji
12. Darshana Paji
13. Dr. Pramada V. G. Desai
14. Mrs. Tanya Fal Desai
15. Miss. Karishma S. Parsekar
16. Mr. Ashvek. V. Shanbhag
17. Mr. Vaibhav V. Dhuri
18. Vividh Pawaskar
19. Ms. Suridha Subhash Komarpant
20. Ms. Gaurisha Phal Desai
21. Dr. F. M. Nadaf
22. Sandesh Shrivast
23. Dr. Geeta S. Walvekar

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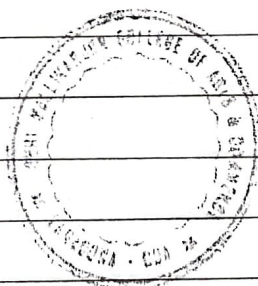
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15/06/2016

Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



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Action Taken Report in respect of the recommendation of First Staff Meeting with IQAC held on 15/06/2016

Sr. No	Items/Recommendations	Action Marked
1	Appointment of teachers	Shri. Ramdas Sawant Head Clerk
2	Inauguration of new computer lab building	Mrs. Tanuja Faldesai, Assistant Professor in Maths and IT
3	Induction Programme for Freshers	IQAC Coordinator Dr. Singh
4	College Time Table	Mrs. Tanuja Faldesai, Assistant Professor in Maths and IT
5	Supplementary Exam Result	Dr. Jagmohan Singh, Chairperson Exam
6	International Yoga Day	Dr. Sucheta Naik and Shri. Purnanand Chari
7	Monthly Departmental Meetings	All HODs and Department In-charges
8	Student Identity Card with name of the Mentor	Mr. Rajesh Gaonkar, LDC
9	Orientation Programme for newly recruited teachers	Officiating Principal
10	Management meet Staff both teaching and non-teaching every year 2 nd of July	Shri. Ramdas Sawant Head Clerk
11	RECHAGE Programme: Two Faculty Development Workshops	IQAC Coordinator Dr. Singh
12	Third Year revaluation of Papers	Mr. Balchandar Desai, UDC



[Handwritten signature]
15/6/2016

Dr. F. M. Nadaf

Officiating Principal

Dnyan Prabodhini Mandal
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Date: 15/06/2016

NOTICE

A meeting of the IQAC with Office Staff Members is scheduled on 20/06/2016 at 11:00 a.m. in College Auditorium.

All Office Staff Members are informed to attend the Meeting.

Agenda:

- 1) Initiatives by IQAC
- 2) Admission 2016-2017
- 3) Exam Results of the Academic Year 2015-2016
- 4) Maintenance of Office Records
- 5) Campus Discipline
- 6) Administrative Staff Trainings
- 7) AoB

IQAC Chairman & Off. Principal

Dr. F.M. Nadaf





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Following Office Staff Members attended the meeting held on 20/06/2016 at 11:00 a.m. in College Auditorium.

- | | |
|-----------------------------|---------------------------|
| 1. Dr. F.M. Nadaf | Chairman (Off. Principal) |
| 2. Dr. Jagmohan Singh | Coordinator (Asso. Prof.) |
| 3. Shri. Ramdas Sawant | Head Clerk |
| 4. Mrs. Manuja Naik Gaonkar | |
| 5. Shri. Sandesh Faldesai | |
| 6. Shri. Bhalchandra Desai | |
| 7. Shri. Rajesh Gaonkar | |
| 8. Mr. Gaurish Desai | |
| 9. Shri. Vithoba Velip | |
| 10. Shri. Krishna Vagonkar | |
| 11. Shri. Ravi Komarpant | |
| 12. Anup Sawant | |





Minutes of Meeting held on 20/06/2016 with IQAC Members & Office Staff at 11:00 a.m. in College Auditorium.

- **Initiatives by IQAC**

At the outset, Off. Principal welcomed all Office Staff Members. Later, Off. Principal placed IQAC Initiatives of the academic year 2016-2017 before the committee. Principal congratulated all Office Incharges for carrying out office related work smoothly & successfully in the academic year 2015-2016. New Initiatives discussed in IQAC Executive Meeting were presented in the meeting such as providing individual cubical in the staffroom, new Value added Courses, strengthening Civic Education, encouraging field based learning, up gradation of the library, organizing Guest Lectures, modernization of Office record keeping facility, Community development programmes to name a few.

- **Admission 2016-2017**

Off. Principal expressed Best Wishes towards office staff for assisting Staff in admission process. Dr. Nadaf briefed about the admission of the college of all classes. 58.11% of the students admitted are girls and 41.89 % are boys. ST, OBC & Minority students account for 40.47%, 24.23% & 15.53% respectively.

- **Exam Results of the Academic Year 2015-2016**

Dr. Nadaf presented the result of the academic year 2015-2016 of all classes. Third Year B.A. result was 91.66% and Third Year B.Com result was 94.00%.

- **Maintainance of Office Records**

Off. Principal informed all Office Staff Members to maintain Office Records. It was also informed that documents should be properly kept year wise to avoid search for single page.

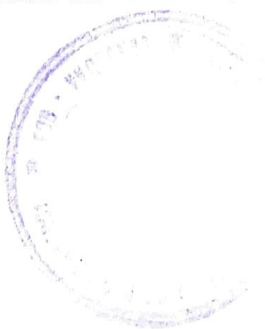
- **Campus Discipline**

Off. Principal informed Office Staff to observe Office Timings strictly. Off. Principal informed Office Staff to mark Campus Discipline. Also reminded Office Staff to maintain record on register incase if any file is moved out of the Office for reference purpose.

- **Administrative Staff Trainings**

It was decided to organize Administrative Staff Trainings during preparatory holidays.

The meeting ended with Vote of Thanks from the Coordinator Dr. Jagmohan Singh.



IQAC Chairman & Off. Principal

Dr. F.M. Nadaf



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Action Marked Report of IQAC Office Staff Meeting held on 20/06/2016 at 11:00 am in College Auditorium.

Sr. No	Items	Action Marked
1	Maintainence of Office Reords	Shri. Ramdas Sawant
2	Campus Discipline	Shri. Bhalchandra Desai
3	Administrative Staff Trainings	Mrs. Manuja Naik Gaonkar


IQAC Chairman & Off. Principal

Dr. F.M. Nadaf





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Date: 17/06/2016

NOTICE

It is brought to the notice of the students that IQAC would like to interact on 25/06/2016 at 10:30 am. Therefore all students are informed to attend the meeting.

Agenda :

- 1) Welcome Address
- 2) Induction Program /SWAGAT
- 3) Commitment to Learning
- 4) College Prospectus
- 5) Role of IQAC in Quality Enhancements
- 6) Teaching-Learning Infrastructure
- 7) Wi-Fi Enabled Campus
- 8) College Website
- 9) INFLIBNET Facility
- 10) Mentoring Programme
- 11) 10 Skills
- 12) Patriotism and Nationalism
- 13) College Pledge
- 14) AoB

IQAC Chairman & Off. Principal

Dr. F.M.Nadaf





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Following students attended the meeting held on 25/06/2016 at 10:30 am. in College Auditorium with IQAC Members.

Sr. No	Name of the Student	Class
1	Bholnekar Akshavi Dattaram	FYBA
2	Fernandes Nashvita	FYBA
3	Desai Shruti Laxman	FYBA
4	Gaonkar Jayant Mangesh	FYBA
5	Gaonkar Rasika Anand	FYBA
6	Gosavi diksha Dilip	FYBA
7	Komarpant Ashanka	FYBA
8	Gaonkar Teja Ganesh	FYBA
9	Komarpant Raveena	FYBA
10	Koppal Parvin	FYBA
11	Gaonkar Pravesh P.	SYBA
12	Gaonkar Raveena Tukaram	SYBA
13	Gaonkar Rima K.	SYBA
14	Pagi Diksha Dilkhush	SYBA
15	Pagi Shibani Umakant	SYBA
16	Gaonkar Sapnesh J.	SYBA
17	Gaonkar Prales D.	SYBA
18	Braganza Shane	TYBA
19	Pagi Satyam	TYBA
20	Pagui Rangila R.	TYBA
21	Velip Sharad Sangtu	TYBA
22	Gaonkar Tanvi R.	TYBA
23	Dhuri Abhishek Dhananjay	FYBCOM
24	Chari Priyanka Kiran	FYBCOM
25	Naik Sonali S.	FYBCOM
26	Komarpant Siya	FYBCOM
27	Rebello Agema	FYBCOM
28	Rodrigues Belizia	FYBCOM
29	Kamat Parag D.	SYBCOM





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30	Naik Manali	SYBCOM
31	Pai Param A.	SYBCOM
32	Pagui Smigdha	SYBCOM
33	Prabhu Desai Saurabh P.	SYBCOM
34	Phaldesai Bhavna	SYBCOM
35	Barreto Priya	TYBCOM
36	Naik Deepali S.	TYBCOM
37	Pagi Nisha Uday	TYBCOM





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Minutes of the meeting held on 25/06/2016 at 10:30 am. In College Auditorium with IQAC Members.

✓ **Welcome by IQAC Chairman & Off. Principal :**

In the beginning, IQAC Chairman & Off. Principal Dr. F.M. Nadaf welcomed all Students & Staff. Off. Principal remarked the role and interactions of IQAC with students. It was also mentioned that in order to enhance Teaching & Learning Process, IQAC will play major role.

✓ **Induction Program/ SWAGAT :**

IQAC Chairman & Off. Principal Dr. F.M. Nadaf informed students that Induction program named as SWAGAT 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 .

✓ **Commitment to Learning :**

IQAC Chairman & Off. Principal Dr. F.M. Nadaf informed students to develop commitment towards learning and achieve the goal.

✓ **College Prospectus :**

IQAC Chairman & Off. Principal Dr. F.M. Nadaf said that every SMC College students should read College Prospectus as it provides the information about the College, Admission Policy, Reservation Policy, Examination, Attendance, Anti-Ragging Law, Sexual Harassment, Rules & Regulations of the Goa University, Government of Goa & College, College Website, INFLIBNET Facility, E-Resources, Mentoring Program, Counselling Cell, Value added Courses, Feedback System , 10 Skills of





Development, Wi-Fi /LAN Enabled Campus, Quality Policy, Institutional Policy, Remedial Coaching and other matter.

✓ **Role of IQAC in Quality Enhancements :**

IQAC Chairman & Off. Principal Dr. F.M. Nadaf expressed that IQAC in any institution is a significant administrative body that is responsible for all quality matters. IQAC initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in college.

✓ **Teaching-Learning Infrastructure :**

Off. Principal informed students that College has 18 LCD Projectors, Ultra Throw Projector, SMART Board, SMART Monitor, Wall mount Projector Screens, Wireless Presenters for PowerPoint Presentations, Interactive White Boards, Green Boards, Telescope, Scanners, Notice Boards, Air Conditioned Auditorium & Seminar Hall, Computer Lab, Language Lab, Geography Lab & Classrooms.

✓ **Wi-Fi Enabled Campus :**

Off. Principal addressed about Broadband Internet facility with 4 Mbps bandwidth/speed. Library, Staff Room, Office , Auditorium, Seminar Hall, Computer Lab, Geography Lab and Class rooms are connected with LAN. Off. Principal informed about Free Internet Service provided to all the students in the Library, Language Lab & Computer Lab.

✓ **College Website :**

It was informed to the students that College has developed a user friendly Website(www.shreemallikarjuncollege.in). In addition to College Website, Library has its own website (www.dpmsmcilib.weebly.com) was informed to students. Besides these, College has Facebook account, Twitter account and Blog to update all Stakeholders.





✓ **INFLIBNET Facility :**

As a part of modernization of Libraries and Information Centers for information transfer and access, a National Network of Libraries and Information Centres in Universities, INFLIBNET is established. Off. Principal informed to Students that our College Library is a member of this network and has access to over 6000 Digital Journals and 97000 e-Books.

✓ **Mentoring Programme :**

Mentoring is a process for the informal transmission of knowledge, social capital, and the psycho-social support perceived by the recipient as relevant to work, career, or professional development. Off. Principal Dr.F.M. Nadaf informed that College Students will be divided into various groups and will meet respective Mentor depending upon need and availability.

✓ **10 Skills :**

Off. Principal informed Students about 10 Skills which will be presented to all Students in Three Years. Communication Skills, Teamwork, Data & Numeracy Skills, Technology Skills, Data Gathering & Analysis, Problem Solving & Decision Making, Networking, Organizing & Prioritizing, Work Ethics & Learning to Learn. Sir further added that above 10 skills will be learned through many Programmes such as Group Projects, NSS Camps, Educational Tours, Seminars, Field Visits etc.

✓ **Patriotism and Nationalism :**

Off. Principal said to dedicate oneself in Patriotism & Nationalism.

✓ **College Pledge :**

Off. Principal marked the Students Meeting informing to follow MY PLEDGE printed on College Prospectus



✓ **AoB**

Students asked some questions regarding attendance, exam etc. Student representative proposed Vote of Thanks.

IQAC Chairman & Off. Principal

Dr. F.M.Nadaf

Action Taken Report of Meeting held on 25/06/2016 with Students

Sr. No	Points of Action	Action To Be Taken	Responsibility
1.	Teaching-Learning Infrastructure	Students should make use of available resources	Staff & Students
2.	Mentoring Programme	Mentoring Hours to be followed	Staff & Students
3.	Patriotism & Nationalism	Patriotism & Nationalism to be followed in actions	Students
4.	College Pledge	To practice everyday	Students

IQAC Chairman & Off. Principal

Dr. F. M. Nadaf





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IQAC NOTICE

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Name	Designation	Position in IQAC
Dr. F.M. Nadaf	Off. Principal	Chairperson
Shri. K. B. Gaunkar	Secretary DPM	Management Rep.
Mr. Jena Sudir	Chief Manager Lalit Resort & Spa	Industry Rep.
Ms. Pushpa Aiya	Social Worker & ZP Member	Community Rep
Dr. C.P. Hiremath	Associate Professor	Teacher Rep
Dr. Rupa Chari	Associate Professor	Teacher Rep
Ms. Domitel D'Souza	Associate Professor	Teacher Rep
Mrs. Kshama Desai	Associate Professor	Teacher Rep
Mr. Vividh Pawaskar	Assistant Professor	Teacher Rep
Mr. Ramdas Sawant	Head Clerk	Administrative Staff
Mr. Sandesh Faldesai	Accountant	Administrative Staff
Mrs. Indira Pai	Pvt. Service	Alumni
Ms. Shubhlaxmi Naik Gaonkar	Student Member (BA)	Student Rep.
Mr. Parag Kamat	Student Member (B.Com)	Student Rep
Dr. Jagmohan Singh	Associate Professor	Teacher Rep & Coordinator

Agenda of the Meeting:

- 1) Confirmation of the Minutes of last meeting held on 9th May 2016
- 2) AQAR submission
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- 10) Exam Results of the Academic Year 2015-2016
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- 12) AoB

All IQAC Members are requested to attend the Meeting.

Dr. F. M. Nadaf

Principal & IQAC Chairperson

To
Shri. K.B. Gaunkar
Secretary DPM
Management Rep.



PRINCIPAL
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANACONA - GOA

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Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



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To
Shri. Vijay Pai khot
Local MLA & Industrialist
Industry Rep.



Dr. F. M. Nadaf
Principal & IQAC Chairperson

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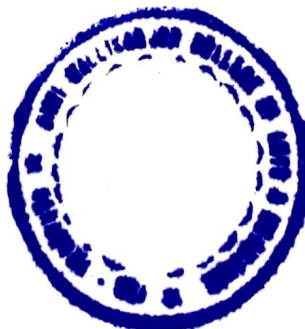
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Dr. F. M. Nadaf

Principal & IQAC Chairperson

To
Ms. Supriya Gaonkar
Social Worker
Community Rep.



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To
Dr. C. P. Hiremath
Associate Professor
Teacher Rep.



(Signature)
 Dr. F. M. Nadaf
 Principal & IQAC Chairperson

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To
Mr. Arvind Haldankar
Associate Professor
Teacher Rep.



(Signature)
 Dr. F. M. Nadaf
 Principal & IQAC Chairperson

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To
Dr. Rupa Chari
Associate Professor
Teacher Rep.



(Signature)
Dr. F. M. Nadaf
Principal & IQAC Chairperson

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Dr. F. M. Nadaf
Principal & IQAC Chairperson

To
Ms. Domitel D'souza
Associate Professor
Teacher Rep.



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To
Mrs. Kshama Desai
Associate Professor
Teacher Rep.



(Signature)
 Dr. F. M. Nadaf
 Principal & IQAC Chairperson

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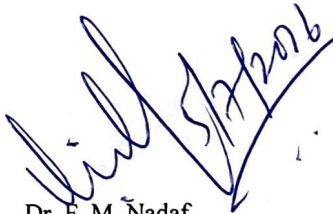
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To
Mr. Vividh Pawaskar
Assistant Professor
Teacher Rep.




Dr. F. M. Nadaf
Principal & IQAC Chairperson

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To
Mr. Ramdas Sawant
Head Clerk
Administrative staff




Dr. F. M. Nadaf
Principal & IQAC Chairperson

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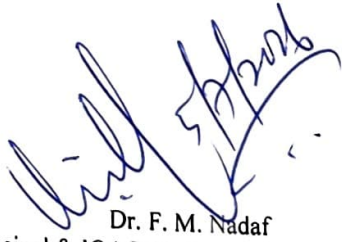
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Dr. Rupa Chari	Associate Professor	Teacher Rep
Ms. Domitel D'Souza	Associate Professor	Teacher Rep
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Mr. Sandesh Faldesai	Accountant	Administrative Staff
Mrs. Indira Pai	Pvt. Service	Alumni
Ms. Shubhlaxmi Naik Gaonkar	Student Member (BA)	Student Rep.
Mr. Parag Kamat	Student Member (B.Com)	Student Rep
Dr. Jagmohan Singh	Associate Professor	Teacher Rep & Coordinator

Agenda of the Meeting:

- 1) Confirmation of the Minutes of last meeting held on 9th May 2016
- 2) AQAR submission
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- 5) Add On /Certificate Courses
- 6) Field Trips and Internships
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- 8) Best Practices
- 9) Admissions for the Academic Year 2016-2017
- 10) Exam Results of the Academic Year 2015-2016
- 11) Research and Publications
- 12) AoB

All IQAC Members are requested to attend the Meeting.


Dr. F. M. Nadaf
Principal & IQAC Chairperson

To
Mr. Sandesh Faldesai
Accountant
Administrative Staff



PRINCIPAL
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANACONA - GOA

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Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



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5/07/2016

IQAC NOTICE

A meeting of the following reconstituted IQAC Committee of the College is conveyed on 11 July 2016 at 11:00 am in the College Auditorium.

Name	Designation	Position in IQAC
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Shri. K. B. Gaunkar	Secretary DPM	Management Rep.
Mr. Jena Sudir	Chief Manager Lalit Resort & Spa	Industry Rep.
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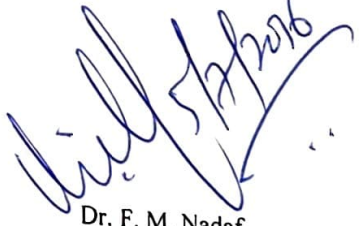
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To
Mrs. Indira Pai
Service
Alumni Rep.




Dr. F. M. Nadaf
Principal & IQAC Chairperson

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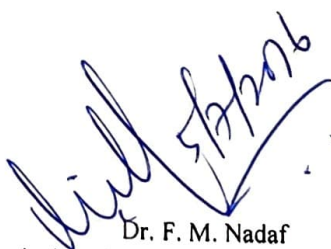
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Dr. F. M. Nadaf
Principal & IQAC Chairperson

To
Mr. Sagar Velip
General Secretary, Student Council
Student Rep.



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Dr. F. M. Nadaf
Principal & IQAC Chairperson

To
Ms. Britam S. Pagu
Ladies Rep, Student Council
Student Rep.



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Dnyan Prabodhini Mandal's
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All IQAC Members are requested to attend the Meeting.

Dr. F. M. Nadaf
Principal & IQAC Chairperson

To
Dr. Jagmohan Singh
Associate Professor
Coordinator



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Minutes of the IQAC meeting held on 11/07/2016

Meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Monday, 11/07/2016 at 11.00 a.m. vide notice dated 05/07/2016. Following members attended the same:

- | | | |
|---------------------------------|---|------------------------|
| 1. Dr. F.M.Nadaf | - | Chairman |
| 2. Dr. Jagmohan Singh | - | Co-ordinator |
| 3. Shri K B Gaunkar | - | Member |
| 4. Dr. C.P.Hiremath | - | Member |
| 5. Ms. Domitel D'Souza | - | Member |
| 6. Dr. Rupa Chari | - | Member |
| 7. Mrs. Kshama Desai | - | Member |
| 8. Mr. Vividh Pawaskar | - | Member |
| 9. Mr. Arvind Haldankar | - | Member |
| 10. Mr. Ramdas B. Sawant | - | Member |
| 11. Mr. Sandesh Faldesai | - | Member |
| 12. Mrs. Indira Pai | - | Member |
| 13. Ms. Shubhlaxmi Naik Gaonkar | - | Student Member (BA) |
| 14. Mr. Parag Kamat | - | Student Member (B.Com) |

Agenda of the Meeting:

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The Chairperson Dr. F. M .Nadaf welcomed the members and informed that Mr. Jeena Sudir, Chief Manager, Lalit Resort and Spa and Dr. Mrs. Pushpa Aiya have conveyed their inability to attend the meeting. Dr. Nadaf briefed the students' representatives about the objectives of IQAC and requested the Coordinator to read the minutes of the last meeting.



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Minutes of the last meeting:

Minutes of the last meeting held on 09/05/2016 were read and confirmed after discussions on the following points:

- The Chairperson informed that there were some internal problems due to which we could not start online admission from this academic year. We are making efforts to make online admission workable. Members expressed the difficulties of online payment by the students.
- It was informed that LCDs are installed in all the classrooms in the new building and teachers should make maximum use of them to make teaching learning more effective.
- Chairperson also informed that facilities in the staff room would be updated this year.
- About convocation, Chairperson informed that there are some practical difficulties in it.

AQAR submission: It was informed that final touches to AQAR writing is going on and it would be sent to NAAC on or before the deadline.

Annual Action Plan: Like last year, this year too all the Departments, Committees, Associations and Clubs of the College will formulate the Academic Calendar for the effective implementation.

New initiatives:

Dr. Nadaf informed all the members that the College is expected to receive RUSA Grants for repair/renovation/up-gradation of infrastructure, new construction and purchase of equipment/items. IQAC suggested the following to the College RUSA Committee:

- Upgradation of teaching-learning infrastructure
- Upgradation of Library: furniture, books, e-resources
- Repair/renovation/extension of Library
- Upgradation of Toilets and Water facility

Members suggested the following new initiatives for this year:

- Providing individual cubical for in the staffroom with individual LAN connection for using e-resources in teaching-learning process.
- Timely meetings with all the stakeholders
- Starting of new College Value Added Courses in different departments
- Promotion of Sports to achieve excellence
- Strengthening of Civic Education among students through lecture series in the Department of Sociology in association with MARG Institute of Civic Sense Education
- Encouraging field-based learning in the Departments of Geography, History and other Departments



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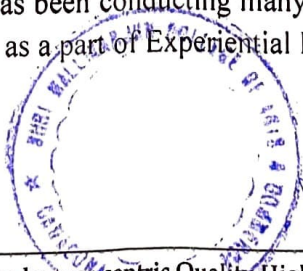
- Organizing Guest Lectures in all the Departments
- Encouraging students to develop 10 Skills while they are studying College (printed in the College Prospectus)
- Inspiring students to display their creativity through wall magazines
- Promotion of spirit of patriotism and nationalism among staff and students through various activities on the campus and singing of Jana Gana Mana before the commencement of classes
- Modernization of Office record-keeping facility
- Using ICT in the classroom teaching
- Promotion of research culture by providing Seed money of Rs 10,000 annually to faculty members.
- Encouraging Staff to participate in Workshop, Seminars, Conferences, Symposia, and Trainings organized by other Institutes
- Community Development through Free Medical Camps
- Encouraging participation of the local community in College activities
- Promotion of MOOCs for Staff and Students
- Promoting access, equity and quality
- Administering College pledge to Students to work for the eradication of social evils plaguing our country
- To have tie-up with different organizations.
- Up-gradation of the library.
- Sanitary pad provision for the girls' students at an affordable price in the campus.
- Sports shirts to the sportsmen/women with Pepsi logo to be provided by the Pepsi Company.
- Eagle stationary Care Center in the campus to provide stationary.

Add On /Certificate Courses

IQAC Chairperson informed that last year 16 Certificate and value-added courses were offered to the students of both Arts and Commerce streams and only 6 courses were taken by the students. Therefore, it was resolved to offer the same Certificate and value-added courses of the last year. Further, IQAC Chairperson requested all the members to bring awareness among the students regarding the importance of these courses.

Field Trips and Internships

Dr. Nadaf informed that our College has been conducting many field trips and educational tours for the last many years. Dr. Nadaf said as a part of Experiential Learning we need to organize the



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good number of such Field trips. Similarly, he said we also need to identify the Internship Programme for BA students. Requested IQAC to interact with all Departments and motivate them to organize field trips and educational tours.

Faculty Development Programme and Administrative Staff Trainings

Like last year, it was decided to organize trainings for both teaching and non-teaching staff during preparatory holidays.

Best Practices

Dr. Nadaf informed that due lack of clarity on Best Practices i.e., whether Best Practices are to be selected every year or same Best Practices will continue for subsequent years. Hence, it was decided to continue with the last year's Best Practices for the current academic year.

1. INTER-DEPARTMENTAL & PAN FACULTY PROGRAMS (SCOPE)
2. SEVA [Social & Environmental Versatile Actions]

Admissions for the Academic Year 2016-2017

Dr. Nadaf briefed the members present about the admission of all classes for the academic year 2016-17. He said during 2016-17, we admitted 449 students, which is up by 25 students compared to last academic year. 58.11 percent of the students admitted are girls and 41.89 percent boys. ST, OBC & Minority students account for 40.47 percent, 24.23 percent & 15.53 percent respectively.

Exam Results of the Academic Year 2015-2016

Dr. Nadaf presented the result of the academic year 2015-16 of all classes. Dr. Nadaf said our performance at the University Examination has been always of high standard over the years. He said Third Year BA result was 91.66 percent and Third Year B.Com result was 94.00 percent. In Third Year BA, 3 students passed exam with distinction, 27 with first-class and 33 with second class and only 3 students passed with pass class. Whereas in TYBCom 4 students passed with distinction, 14 with first-class, 24 with second class and 3 pass class. Dr. Nadaf further said that the result of TY classes both BA and B.Com will further increase once we receive the revaluation result which students have applied to Goa University.



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Research and Publication

Dr Nadaf asserted that Research is a very important component of higher education, hence, more and more teachers must come forward to publish their work in reputed journals. He said publications are important in API calculation. Dr. Nadaf further said, our third year Project is also a kind of research hence, we must select topics that are relevant to our immediate community.

A.O.B:

- It was informed that there would be a meeting of the staff members with the management of the college on 16/07/2016 followed by lunch.
- It was suggested to have a meeting with other faculty members to brief them about the pattern of AQAR and submission of departmental reports in chronological order.
- Members expressed for not having received the TA/DA for attending the workshops and conferences. It was informed that this payment could be made only after we receive funds from UGC for this purpose.

The meeting ended with a vote of thanks from the Coordinator Dr. Jagmohan Singh.



Dr. F. M. Nadaf
Principal & Chairman IQAC
Dnyan Prabodhini Mandal
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Action Taken Report in respect of the recommendation of first IQAC meeting held on 11/07/2016

Sr. No	Items/Recommendations	Action Marked
1	AQAR submission	IQAC coordinator Dr. Jagmohan Singh
2	Annual Action Plan	Dr. Rupa Chari Co-ordinator college Academic Planning Committee
3	Repair & Upgradation of Infrastructure	Mr. Ramdas Sawant Head Clerk
4	Purchase of Teaching Learning Aids	Mr. Sandesh Fal Desai Accountant
5	Ad-on/ Certificate courses	Heads of all Departments/ Departmental In-charges
6	Field Trips / Internship	Heads of all Department / Departmental In-charges
7	Faculty Development Programme & Administrative Staff training	Dr. Jagmohan Sing IQAC coordinator & Ramdas Sawant Head Clerk
8	Result Analysis	Mr. Balchandra Desai UDC, Exam In-charges
9	Research & Publication	Dr. Sucheta Naik Co-ordinator Research Consultancy Board



Dr. F. M. Nadaf
Chairperson IQAC &
Officiating Principal

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Date: 10/02/2017

NOTICE

A meeting of the IQAC Members is scheduled with the College Students
On 18/02/2017 at 11:30 am. in College Auditorium.

All are informed hereby to attend the Meeting.

Agenda :

- 1) Confirmation of the Meeting
- 2) College Activities
- 3) Feedback by Students
- 4) College Campus
- 5) Certificate Courses
- 6) Semester Exams
- 7) Attendance
- 8) Silver Jubilee Celebration
- 9) International Conference
- 10) CBCS System
- 11) AoB


Dr. F.M. Nadaf

IQAC Chairman & Off. Principal





**Minutes of the IQAC meeting with the College Students held on
18/02/2017 at 11:30 am. In College Auditorium.**

Following agenda was discussed in the meeting.

1. Confirmation of the Meeting

In the beginning, IQAC Chairman & Off. Principal welcomed all students. IQAC Chairman expressed Best Wishes for the students for successfully completing I, III & V Semester End Examination. Meetings of the previous meetings were read and confirmed.

2. College Activities

IQAC Coordinator listed all the Academic activities those were organized in the academic year. Off. Principal congratulated all students for participating in college activities as well as special programmes/ workshops/seminars / Cultural Programmes in and outside College.

3. Feedback by Students

Off. Principal instructed all students that College is obtaining feedback from various sectors. Feedback of Teacher by Student, Feedback by Alumni, Feedback by Alumni, Feedback by Employers Feedback of Library by Students and Staff, Feedback on Workshops/ Seminars/ Trainings etc. Off. Principal instructed to submit feedback in time.

4. College Campus

Off. Principal instructed students to maintain college campus healthy. Care of One Plant by One Student was highlighted during this hour.

5. Certificate Courses

Off. Principal briefed about Certificate Courses those were organized in academic year.





6. Semester Exams

Off. Principal informed students to study well and excel in Semester Exams. Special instructions were given to Third Year BA/BCOM students to put in efforts in Semester Exams as well as in Project Viva Voce Examination

7. Attendance

Off. Principal conveyed a message to students to maintain 75% attendance.

8. Silver Jubilee Celebration

Off. Principal mentioned about Silver Jubilee Celebration of the College. Sir also remarked that being the Silver Jubilee Year number of programmes will be arranged for students.

9. International Conference

Off. Principal informed in the meeting that Department of Hindi & Department of Konkani organized International Conference in the first week of February, 2017 which was at a great success. Number of representatives from different countries and participants from various institutions attended the Conference. Sir congratulated Convenor of the Conference Dr. Rupa Chari & Dr. Purnanand Chari at this hour.





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10. CBCS System

Off. Principal mentioned about CBCS pattern to the students and said a special meeting will be conducted in the beginning of the academic year 2017-2018.

11. AoB

Meeting ended with Vote of Thanks by IQAC Cordinator.


Dr. E.M. Nadaf

IQAC Chairman & Off. Principal





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Following students attended the meeting held on 18/02/2017 at 11:30
am. in College Auditorium with IQAC Members.

Sr. No	Name of the Student	Class
1	Fernandes Sheryl	FYBA
2	Komarpant Ashanka	FYBA
3	Gosavi diksha Dilip	FYBA
4	Koppal Parvin	FYBA
5	Gaonkar Manisha	FYBA
6	Fernandes Nafisa	SYBA
7	Gaonkar Nikhita	SYBA
8	Gaonkar Rima K.	SYBA
9	Pagi Diksha Dilkhush	SYBA
10	Pagi Shibani Umakant	SYBA
11	Gaonkar Sapnesh J.	SYBA
12	Gaonkar Pralesh D.	SYBA
13	Velip Deepali	TYBA
14	Orak Chaya	TYBA
15	Pagui Rangila R.	TYBA
16	Velip Sharad Sangtu	TYBA
17	Gaonkar Tanvi R.	TYBA
18	Dhuri Abhishek Dhananjay	FYBCOM
19	Chari Priyanka Kiran	FYBCOM
20	Naik Sonali S.	FYBCOM
21	Komarpant Siya	FYBCOM
22	Rebello Agema	FYBCOM
23	Naik Arpita A.	FYBCOM
24	Kamat Parag D.	SYBCOM
25	Naik Manali	SYBCOM
26	Pai Param A.	SYBCOM
27	Prabhu Desai Saurabh P.	SYBCOM
28	Phalidesai Bhavna	SYBCOM
29	Barreto Priya	TYBCOM
30	Naik Deepali S.	TYBCOM
31	Pagi Nisha Uday	TYBCOM



Date: 10/03/2017

NOTICE

A meeting of the IQAC Members is scheduled with the Office Staff on 15/03/2017 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) Result of Semester Exam
- 3) New Initiatives for the academic year 2017-2018
- 4) AoB

IQAC Chairman & Off. Principal
Dr. F.M. Nadaf





**Following Office Staff Members were present for the Meeting held on
15/03/2017 at 11:00 am.**

1. Mr. Ramdas Sawant
2. Mr. Sandesh Faldesai
3. Mr. Bhalchandra Desai
4. Mrs. Manuja Gaonkar
5. Mr. Rajesh Gaunkar
6. Mr. Ravi Komarpant
7. Mr. Krishna Vagonkar
8. Mr. Vithoba Gaunkar





Minutes of Office Staff Meeting on 15/03/2017

➤ **Confirmation of the last meeting**

Shri. Ramdas Sawant read minutes of the last meeting and were confirmed.

➤ **Result of Semester Exam**

Off. Principal Dr. F.M.Nadaf expressed Best Wishes to all office staff for carrying out smooth functioning of the exam work.

➤ **New Initiatives for 2017-2018**

Dr. Nadaf presented New Initiatives for the next academic year 2017-2018 discussed in the IQAC Executive Meeting. Up gradation of Physical Infrastructure under RUSA Grants, making all classrooms ICT enabled, efforts to improve admission in Commerce, active participation in Swachh Bharat Abhiyan, Community Development Programmes, Celebration of Silver Jubilee of the College, Signing of MoU's, to organize field visits etc. to refer very few.

➤ **AoB**

Meeting ended with Vote of Thanks.


IQAC Chairman & Off. Principal
Dr. F.M. Nadaf





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Action Taken Report of IQAC Office Staff Meeting held on 15/03/2017 at 11:00 am in College Auditorium.

Sr. No	Items	Action Marked
1	New Initiatives by IQAC	Shri. Ramdas Sawant


IQAC Chairman & Off. Principal
Dr. F.M. Nadaf





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24/03/2017

IQAC Staff Meeting

All staff members are requested to attend Staff Members with IQAC on 31/03/2017 at 10:00 am in the Auditorium.

Agenda:

- 1) Confirmation of the minutes of the last meeting held on 15th June 2016
- 2) Implementation of Choice Based Credit Scheme (CBCS)
- 3) Submission of Reports for 2016-17
- 4) Organizing of International Conference
- 5) Organization of National Conference
- 6) Teacher's Work Record Submission
- 7) Attendance Defaulters
- 8) Even Semester Exams
- 9) Swachctam Mahavidyalaya Samman
- 10) Faculty Development Programmes
- 11) Workload Submission
- 12) Wifi Campus
- 13) AoB



Dr. F. M. Nadar

Officiating Principal

PRINCIPAL

Dnyan Prabodhini Mandal

SHREE MALLIKARJUN

COLLEGE OF ARTS & COMMERCE

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Minutes of the Staff Meeting held on 31/03/2017 at 10:00 am in the Auditorium.

Agenda of the Meet:

- 1) Confirmation of the minutes of the last meeting held on 15th June 2016
- 2) Implementation of Choice Based Credit Scheme (CBCS)
- 3) Submission of Reports for 2016-17
- 4) Organizing of International Conference
- 5) Organization of National Conference
- 6) Teacher's Work Record Submission
- 7) Attendance Defaulters
- 8) Even Semester Exams
- 9) Swachctam Mahavidyalaya Samman
- 10) Faculty Development Programmes
- 11) Workload Submission
- 12) Wifi Campus
- 13) AoB

Following Staff Members attended the meeting called on 31/03/2017:

Dr. F. M. Nadaf

Mrs. Kshama Desai

Dr. Pramada Desai

Ms. Suvidha Subhash Komarpant

Ms. Darshana Pagi

Dr. Arvind N. Haldankar

Mr. Pramod Pawar

Ms. Gaurisha Phal Dessai

Mr. Ashvek Shanbhag

Dr. Jagmohan Singh

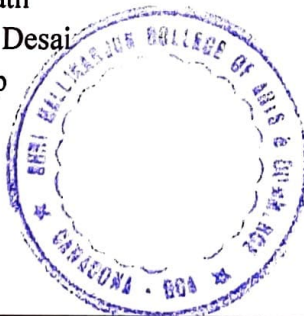
Mr. Sandesh Savant

Mr. Vividh Pawaskar

Dr. C. P. Hiremath

Mrs. Tanuja Fal Desai

Mr. Anand Velip



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Mr. Arjun Kamble
Ms. Nishigadha Naik Gaonkar
Ms. Tanvi Naik
Ms. Karishma Parsekar
Dr. Geeta S. Walvekar
Dr. Rupa Chari
Mr. Ramu Pagi
Mr. Savio Leitao
Dr. Purnanand Chari

Meeting began with the welcome by the Principal.

Confirmation of the minutes of the last meeting:

Dr. Nadaf requested Dr. Walvekar to read the minutes of the meeting held on 15th June 2016.

After discussion minutes were confirmed.

Implementation of Choice Based Credit Scheme (CBCS):

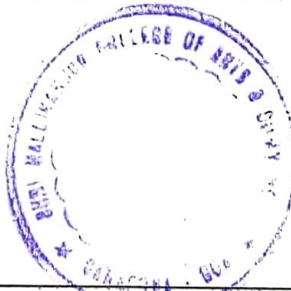
Dr. Nadaf informed the house that Goa University is starting the Choice Based Credit Scheme from the next academic year. He said CBCS will allow students to choose from a basket of subjects offered by the College. He lauded the efforts made by teachers of Shree Mallikarjun College in preparation of CBCS Curriculum of Goa University. He further requested the HOD's to contact the BOS in their respective subjects for the CBCS syllabus.

Submission of Reports for 2016-17:

All Departmental Heads and Committee Coordinators were asked to submit the Annual Report of 2016-17 to the IQAC Coordinator for further process on or before 03/04/2017.

Organizing of International Conference:

Dr. Nadaf congratulated Dr. Rupa Chari (Department of Hindi) and Dr. Purnanand Chari (Department of Konkani) for organizing the First ever International Conference of the College on 3-4 Feb 2017 on Indian Cinema and Women in association with Entertainment Society of India. The Conference was attended by great personalities from Australia, Malaysia, and different parts of India.



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Organization of National Conference:

Dr. Nadaf complimented Dr. Sucheta Naik and other Staff Members of the Commerce Department for successfully organizing a National Conference funded by the University Grants Commission on the focal theme "Gender, Environment and Sustainable Development" on 23-24 September 2016. Participants from different parts of the country presented papers at this Conference. Dr. Nadaf informed that selected papers presented at the Conference will be published in an ISBN Book and Dr. Sucheta Naik will act as Chief Editor of the said Book.

Teacher's Work Record Submission:

All teachers were asked to submit the Teacher's Work Book for Internal Academic Audit to the academic Supervisor on or before 15th April 2017.

Attendance Defaulters:

The principal informed that many students from FY BA and SY BA, FY B.COM and SY B.COM are not allowed to answer the semester end exams as they do not fulfil 75% of attendance.

Even Semester Exams:

It was informed by the Principal that the Even Semester exams will commence from 03/04/2017. Teachers were requested to submit the answer papers on time. Dr. Jagmohan Singh, Chairman of Exam Committee said that some teachers have not followed instructions for setting the question papers, hence, he requested teachers to follow all guidelines given by Exam Committee. The principal instructed the Teachers not to make mistakes while entering the ISA and project marks in the mark sheet received from the university to avoid inconveniences.

Swachctam Mahavidyalaya Samman: Dr. Nadaf said a team appointed by Hon. Vice-Chancellor of Goa University visited our campus on 06/01/2017 for an assessment of Sarwaswachh Mahavidyalaya Puraskar 2016. **The principal informed happily that our College ranked 8th among 54 College of Goa University and ranked 4rd among Non-professional Colleges on cleanliness and 7th among Private Colleges.** Dr. Nadaf thanked NSS and Support Staff for maintaining the campus clean and green.



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Workload Submission:

The principal requested all the HOD's to submit the workload of their respective departments as it needed to obtain approval for teaching posts from the Directorate of Higher Education, Government of Goa.

Wifi Campus:

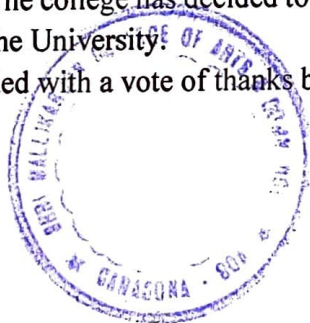
The principal informed that our College is joining JIO Institutional Scheme for providing internet access to staff and students. The principal said this will help us to provide digital education to the students.

AoB:

Following instructions were given by the Principal under AoB

- Submission of performance-based assessment forms on or before the last working day.
- Declaration of Assets i.e., property declaration and investment details for calculating the income tax.
- The staff photo session will be held on 06th April 2017 at 9 am
- NAAC Self-study format changed. The new format will be available from 11th July.
- College is going to celebrate Silver Jubilee next academic year. There will be a special committee to mark the year-long celebration of the Silver Jubilee.
- Department of Marathi was congratulated for coming out with Digital Magazine.
- Ek Bharat Shrestha Bharat – Exchange Programme between two States for organizing Educational tours has to be reported to the Government of India. Jharkhand has been allotted to us as one partner State.
- Bank details of the Staff to be sent to the University as a part of the cashless economy.
- The college has decided to accept only DD's to go cashless regarding fees to be sent to the University.

Meeting ended with a vote of thanks by Dr. Geeta Walvekar, Staff Secretary.



Dr. F. M. Nadaf
Officiating Principal
Dnyan Prabodhini Mandal
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31/03/2017

Staff meeting

* FM Nedef

1. Miss. Nishigandha Naik Gaonkar.
2. Miss. Gaurisha Phal Desai
3. Mr. Ranee Pagi
4. Mrs. Darshana Pagi
5. Dr. Jagmohan Singh
6. Sandesh Savant
7. Dr. Pupa alias Savari Chari
8. Mr. C.P. Hiremath
9. Mrs. Kehanna Desai
10. Mrs. Tanuja Fal Desai
11. Dr. Pramada V. G. Desai
12. Ms. Suvidha Subhash Komarpant
13. Ms. Karishma S. Parsekar
14. Mr. Savio Leitao
15. Ms. Tanvi Naik
16. Mr. Anand S. Velip
17. Mr. Ashvek. V. Shanbhag
18. Vividh Pawaskar
19. Pramod Pawar
20. Arjun Kamble
21. Dr. Purnanand Bhatti
22. Dr. Anand M. Kulkarni
23. Dr. Geeta. S. Walvkar

Lilly

Jatkar

Gauri

Raji

Pagi

Singh

Savant

Pupa

Hiremath

Desai

Tanuja

Desai

Komarpant

Parsekar

Leitao

Naik

Velip

Shanbhag

Pawaskar

Pawar

Kamble

Bhatti

Kulkarni

Walvkar



Vividh 31/3/2017



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Action Taken Report in respect of the recommendation of Second Staff Meeting with IQAC held on 31/03/2016

Sr. No	Items/Recommendations	Action Marked
1	Implementation of Choice Based Credit Scheme (CBCS):	All Staff Members, Librarian and Head Clerk
2	Submission of Reports for 2016-17	All HODs and Department In-charges to IQAC
3	Publication of ISBN Book	Dr. Sucheta Naik, Associate Professor in Commerce
4	Internal Academic Audit	Mrs. Kshama Desai, Associate Professor in Commerce
5	Attendance Defaulters	Ms. Domitel Dsouza, Attendance Coordinator
6	Conduct of Even Semester Exams	Dr. Jagmohan Singh, Chairperson Exam
7	Organization of Faculty Development Programmes	Dr. Jagmohan Singh, IQAC Coordinator
8	Workload Assessment for next academic year	All HODs and Department In-charges to Mr. Ramdas Sawant, HC
9	Joining JIO Institutional Scheme	Mr. Sandesh Fal Desai, Accountant
10	Submission of performance-based assessment forms	All regular Staff Members
11	Declaration of Assets i.e., property declaration and investment details for calculating the income tax.	All regular Staff Members
12	Bank details of the Staff to be sent to the University as a part of the cashless economy	All staff Members to Accountant



Dr. P.M. Nadaf
 Officiating Principal
 Dnyan Prabodhini Mandal
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Date: 10/04/2017

NOTICE

A meeting of the IQAC Members with Alumni is scheduled on 15/04/2017 at 10:30 am.
in College Auditorium.

All Alumni are informed to attend the Meeting.

Agenda:

- 1) Report of the Minutes and Activities by Secretary
- 2) Admissions for the Academic Year 2016-2017
- 3) Annual Action Plan
- 4) Add On/ Certificate Courses
- 5) AOB

Savio Leitao

Alumni Coordinator

Dr. F.M. Nadaf

IQAC Chairman & Off. Principal





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Following are the Minutes of the meeting of the IQAC Members with Alumni scheduled on 15/04/2017 at 10:30 am. in College Auditorium.

Following Alumni attended the IQAC Meeting .

List of the Members attended	<ol style="list-style-type: none">1. Ms Nishigandha Naik Gaonkar2. Ms Deepti Faldessai3. Ms Gaurisha Phal Desai4. Mr Bhanudas Gaonkar5. Mr. Jayesh Paik Gaonkar6. Ms. Manjita Mohan Desai7. Ms. Anupa Suresh Patro8. Ms. Tanvi Ramakant Naik9. Mrs Pranita Gaonkar10. Mrs Indira Pai11. Mr. Bhanudas Gaonkar12. Ms. Pratibha Gane Desai13. Ms. Vidya Gane Desai14. Mr. Vikas Bhagat15. Mr. Umesh Abbeguri16. Ms. Anisha Naik17. Mr. Jitendra Gaonkar18. Mr. Paik Gaonkar19. Mr. Shrikant Tawadkar20. Ms. Sudha Velip
------------------------------	---

1. Report of the Minutes and Activities by Secretary

In the beginning, Alumni Coordinator welcomed the Alumni. Alumni Coordinator confirmed the minutes of the previous meetings. Alumni Coordinator briefed college activities organized during the academic year 2015-2016 . Off. Principal briefed about the college activities of the academic year 2016-2017 and acknowledged Alumni's presence during the happenings.



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2. Admissions for the Academic Year 2016-2017

Dr. Nadaf briefed in meeting about the admission of all classes for the academic year 2016-2017. Out of 449 students, 58.11% of the students admitted are girls and 41.89% are boys. ST, OBC & Minority students are 40.47%, 24.23% & 15.53% respectively.

3. Exam results for the Academic Year 2015-2016

Off. Principal presented the result of the academic year 2015-2016 of all classes. Third Year B.A. result was 91.66% & Third Year B.Com result was 94.00%.

4. IQAC Initiatives

Off. Principal presented IQAC New Initiatives in the meeting such as Individual Cubical in Staffroom, Regular meetings with stakeholders, Value Added Courses, Lecture series in Civic Education, Field based Learning Project, Promotion of Spirit of Patriotism and Nationalism among Staff & students, Use of ICT in Classroom, Promotion of Research Culture, Tie up with different organizations, Sanitary pad provision for Girl Students in Campus, Stationary Care Centre, College Pledge, Community Development Programmes to name a few.

5. Annual Action Plan

Dr. Nadaf added that Annual Plan framed by various Departments, Committees, Associations was approved in IQAC Executive Meeting.

6. Add on / Certificate Courses

IQAC Chairperson informed that last year 16 Certificate Courses and Value-added Courses were offered to the students out of which only 6 Courses were opted by students. Therefore, same Courses were offered to the Students.





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7. Best Practices

It was informed in the meeting that Best Practices of the last year has been continued for the current year.

Alumni Coordinator proposes Vote of Thanks.

Savio Leitao

Alumni Coordinator

Dr. F. M. Nadaf

IQAC Chairman & Off. Principal

Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



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25/04/2017

To

Shri. K. B. Gaunkar

Secretary DPM

Management Rep.

Dear Sir/Madam,

Meeting of the IQAC is called on 03/05/2017 in the Principal's Cabin at 10:30 am.
Following is the agenda of the meeting:

1. Confirmation of the minutes of last meeting held on 11/07/2016
2. Implementation of Choice Based Credit Scheme (CBCS)
3. Reporting of activities conducted during the academic 2016-17
4. Preparation of AQAR for the year 2016-17
5. Academic Calendar for 2017-18 & Institutional Plan for Next year
6. New Initiatives for 2017-18
7. Feedback Reports
8. AoB

You are requested to attend the same

Thanking you

Yours truly,



Dr. F. M. Nadaf

Principal & IQAC Chairperson

PRINCIPAL

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Minutes of the IQAC Meeting called on 03/05/2017 in the Principal's Cabin at 10:30 am.

Following members attended the meeting

Shri. K. B. Gaunkar

Mr. Jena Sudir

Ms. Pushpa Aiya

Mr. Vividh Pawaskar

Mrs. Kshama Desai

Dr. Rupa Chari

Mr. Sandesh Faladesai

Ms. Domitel D'Souza

Dr. C.P. Hiremath

Mr. Arvind Haldankar

Mr. Ramdas Sawant

Mrs. Indira Pai

Dr. Jagmohan Singh

Dr. F.M. Nadaf

Student Representatives Mr. Parag Kamat and Ms. Shubhlaxmi Naik Gaonkar couldn't attend the meeting because of the ongoing examination.

Agenda of the Meeting:

1. Confirmation of the minutes of last meeting held on 11/07/2016
2. Implementation of Choice Based Credit Scheme (CBCS)
3. Reporting of activities conducted during the academic 2016-17
4. Preparation of AQAR for the year 2016-17
5. Academic Calendar for 2017-18 and & Institutional Plan for next year
6. New Initiatives for 2017-18
7. Feedback Reports
8. Significant Contributions made by IQAC
9. AoB

Meeting started with the welcome by Principal Dr. F. M. Nadaf.

1. Confirmation of the minutes of last meeting held on 11/07/2016

He requested Dr. Singh to read the minutes of the meeting held on 11/07/2016. Dr. Singh read the minutes and they were confirmed.

2. Implementation of Choice Based Credit Scheme (CBCS)

Dr. Nadaf informed IQAC Members that Goa University is implementing Choice Based Credit Scheme from with effect from 2017-18. He said CBCS will help us in providing Student Centric Education. He praised the hard work done by teachers of our College in preparation of CBCS Curriculum of Goa University. He further requested the HOD's to contact the BOS in their respective subjects for the CBCS syllabus.



Principal
Dnyan Prabodhini Mandal
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University. He further requested the HOD's to contact the BOS in their respective subjects for the CBCS syllabus.

3. Reporting of activities conducted during the academic 2016-17

Dr. Nadaf requested the NAAC Coordinator Dr. Arvind Haldankar to place before IQAC, the activities conducted during the academic year 2016-17. IQAC discussed at length the activities conducted by various Departments and Committees. Dr. Nadaf was overwhelmed by the efforts put in by the Staff. Dr. Nadaf congratulation all for the same.

4. Preparation of AQAR for the year 2016-17

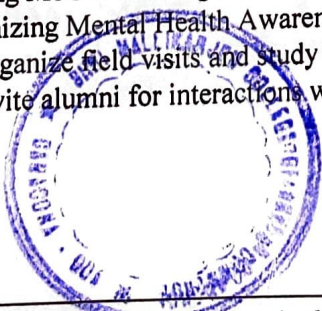
Dr Nadaf said we are in receipt of a notice dated 14th June 2016, from NAAC Bangalore regarding submission of AQAR. The last date set for submission is 31st December. We submitted our AQAR for the year 2015-16 on 6th June 2017. Dr. Nadaf said we need to prepare the AQAR for the year 2016-17 and must be submitted on or before 31 December 2017. To which Dr. Jagmohan Singh said all Criterion In-charges are preparing AQAR and we will be submitting as per the deadline.

5. Academic Calendar for 2017-18 & Institutional Plan for next year

Academic Calendar for the academic year 2017-18 was approved to be implemented from 15th June 2017 and following activities for the next year were chalked out:

Plans of institution for next year 2017-18

- Upgradation of Physical infrastructure by using RUSA Grants
- Buying additional books for the Library by using RUSA Grants
- Making all classrooms ICT enabled
- Providing additional facilities to sportsmen
- For better communication, installation of Public Address System
- Efforts to improve admissions in Commerce Faculty
- Introduction of New subjects under CBCS
- Floating of Honours Programmes in Commerce
- Suggesting Management to exploring the possibility of starting Science College
- Obtaining ISSN No for VIEWPOINT: In house Magazine
- Active Participation in Swacch Bharat Abhiyan
- Complete Computerization of College administration
- As a part of Community Development, conducting Entrepreneurship and Skill Development Programme for the local community
- Celebrating mega cultural Events to commemorate Silver Jubilee of the College
- Organizing Inter-Collegiate Events
- Conducting Workshops/Seminars/Trainings for teaching and non-teaching staff
- Signing MoU's with organization working for Community Development
- Organizing Mental Health Awareness Programs
- To Organize field visits and study tours
- To invite alumni for interactions with students to share their success stories



(Signature)
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SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANACONA - GOA

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Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

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- To celebrate National & International Days with activities
- To decide upon a college mascot and design logos for different activities depicting the same
- To create an inspirational Theme Song for the college

6. New Initiatives for 2017-18

Dr. Nadaf informed that in the next academic year IQAC will conducted activities leading to improvement in efficiency and effectiveness in teaching-learning, research, leadership and governance and quality enhancement.

TEACHING-LEARNING:

- Subscription to SWAYAM PRABHA. SWAYAM PRABHA is a group of 32 DTH channels devoted to telecasting of high-quality educational programmes on 24X7 basis using the GSAT-15 satellite.
- Introduction of ZERO HOUR on every Wednesday for Strengthening Mentoring Process
- Implementing Know Your Student (KYS) – a proforma for documenting information regarding students' progression.
- Intensive Use of Information and Communication Technology by Teachers with the help of Jio wifi

RESEARCH:

- Providing impetus to Teachers to publish research papers in UGC recognized Journals/Peer Reviewed Journals
- Encouraging Teachers to publish Books
- Encouraging Teachers to host their individual websites for providing e-learning resources
- Encouraging Teachers to work for digitization of Curriculum

LEADERSHIP AND GOVERNANCE:

- Providing Scribe services to the needy students as per Goa University Ordinance.
- Active Participation in Swachh Bharath Abhiyan
- Participation in Swachhatam Mahavidyalaya Samman of Goa University
- Popularization of various Government initiatives such as including Scholarships through elaborative College Prospectus
- Paperless Office: using e-mails, and Whatsapp for communication
- Organizing seminars/Workshops on contemporary issues at Institute Level

QUALITY ENHANCEMENT:

- Formulation of Environment Policy
- Formulation of Sports Policy



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- Formulation of Policy on Services offered by College to its stakeholders
- Changing the domain of College website from www.shreemallikarjuncollege.in to www.shreemallikarjuncollege.ac.in
- Intimation of quality assurance policies, mechanisms and outcomes to all the stakeholders
- Online payment of Fees through SBI Collect
- Display of Boards on Quality Policy, Anti Ragging, Role of Honour, Teaching Learning, Environment, Duties of Students.
- Signing Memorandum of Understanding with NGO's working in Mental Health, Civic Sense, Road Safety, and Environment
- Participation in National Institutional Ranking Framework
- Strengthening of Decentralization and Participatory Management process
- Working towards comprehensive Management Information System

7. Feedback Reports

Dr. Nadaf requested Dr. Singh to apprise house regarding Feedback. Dr. Singh said our Feedback Committee has obtained the feedbacks and I am presenting the analysis of the feedback for the approval of IQAC. After the discussion, feedbacks were approved.

8. Significant Activities and contributions made by IQAC

1. College received RUSA Grants for repair/renovation/upgradation of infrastructure, new construction and purchase of equipment/ items. IQAC suggested following to the College RUSA Committee:

- ▶ Upgradation of teaching-learning infrastructure
- ▶ Upgradation of Library: furniture, books, e-resources
- ▶ Repair/renovation/extension of Library
- ▶ Upgradation of Toilets and Water facility

2. To make the facilitators comfortable, individual cubical were provided in the staffroom with individual LAN connection.

3. Timely meetings with all the stakeholders

4. Promotion of College Certificate Courses in different departments

5. Promotion of Sports to achieve excellence

6. Promotion of Civic Education among students through lecture series in the Department of Sociology in association with MARG Institute of Civic Sense Education

7. Encouraging field based learning in the Departments of Geography, History and other Departments

8. Promotion of Guest Lectures in all the Departments

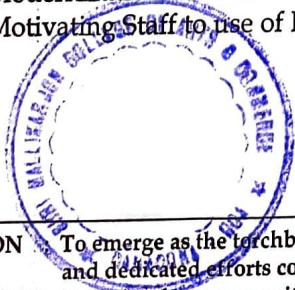
9. Encouraging students to develop 10 Skills while they are studying College

10. Encouraging students to display their creativity through wall magazines

11. Promotion of spirit of patriotism and nationalism among staff and students through various activities on the campus and singing of Jana Gana Mana before the commencement of classes

12. Modernization of Office record keeping facility

13. Motivating Staff to use of ICT in the classroom teaching



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14. Encouraging Staff to participate in Workshop, Seminars, Conferences, Symposia, and Trainings organized by other Institutes
15. Community Development through Free Medical Camps
16. Encouraging participation of local community in College activities
17. Promotion of MOOCs for Staff and Students
18. Promoting access, equity and quality
19. Administering College pledge to Students to work for the eradication of social evils plaguing our country

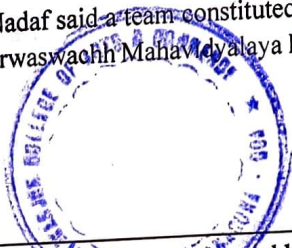
9. AOB

IQAC Chairperson appreciated the contributions made by IQAC during this year. He highlighted following note worthy contributions.

- ❖ Rs. 45000/- funds received from various bodies during the year
- ❖ 6 Teachers published their research papers in UGC recognized journals.
- ❖ 7 Field Visits were conducted by different Departments
- ❖ Commerce Department conducted Internship Programme in collaboration with the Goa State Co-Operative Bank Nagracem Canacona Goa in which 27 students of TYBCom participated.
- ❖ 327 students benefited from the 8 Certificate Courses out of 16 offered in this academic year, completed
- ❖ Library purchased 365 books worth Rs. 148992
- ❖ 12 Workshops/Seminars were conducted on Intellectual Property Rights (IPR) & Industry-Academia Innovative practices during the year
- ❖ 2125 students benefited from in all 26 extension & outreach programmes conducted during by NSS and other clubs of the College during the year,
- ❖ 4 professional development / administrative training programmes during the year
- ❖ Our students completed 29 Projects Reports
- ❖ In collaboration (linkages) with other organizations 4 different activities during the year 4
- ❖ College organized 1 National, 1 International Conference and 4 Workshops

Further Dr. Nadaf informed the house that our College is entering into **Silver Jubilee Year during 2017-18**. For which a committee has been formed and it will be deciding the different programmes to be to be conducted during the year.

Dr. Nadaf said a team constituted by Goa University visited our College on 06/01/2017 for an assessment of Sarwaswachh Mahavidyalaya Puraskar 2016. Dr. Nadaf informed that our College ranked 8th among



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54 College of Goa University and ranked 4th among Non-professional Colleges and 7th among Private Colleges on cleanliness. Dr. Nadaf thanked NSS and Support Staff for maintaining the campus clean and green.

Dr. Nadaf informed that College has received grants from RUSA, which will be used for the purchase of equipment, new construction, repair and renovation.

Chairperson informed that our College organized an International Conference of the College on 3-4 Feb 2017 on Indian Cinema and Women in association with Entertainment Society of India and National Conference funded by the University Grants Commission on the focal theme "Gender, Environment and Sustainable Development" on 23-24 September 2016.

Dr. Nadaf congratulated Dr. Rupa Chari (Department of Hindi) and Dr. Purnanand Chari (Department of Konkani) Dr. Sucheta Naik (Commerce Department) for organizing Conferences. Dr. Nadaf further informed that selected papers presented at the National Conference will be published in an ISBN Book and Dr. Sucheta Naik will act as Editor of the said Book.

IQAC resolved to buy a customized Management Information System software for the College for effective e-governance.

Shri Vividh Pawaskar raised the issue of College environmental Audit.

Dr. Nadaf requested Dr. Singh to apply for financial assistance from NAAC to organize conduct seminars/workshops preferably on digital issues.

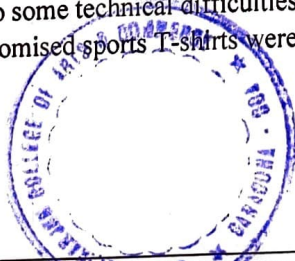
The chairman briefed the members about the different equipment of teaching-learning to be purchased and modification of the building as per the requirements.

Regarding Online college admission: The chairman informed that due to some practical difficulties we have not been able to start online admission and it will also not be possible in the new academic year 2017-18.

Installation of LCDs: He informed that LCDs have been installed in almost all the class rooms and teachers should make maximum use of them in teaching.

He informed that meeting of the staff members and management of the college could not be materialized due to some technical difficulties.

As promised sports T-shirts were distributed to the students by Pepsi.



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It was informed that it is not possible to make payment of TA/DA to attend workshops and seminars due to the shortage of funds.

The chairman confirmed that from the second semester of 2017-18 all the transactions in the college will take place digitally for which members suggested having a swipe machine to train the stakeholders.

Shri. Jena Sudir, Chief Manager, Intercontinental Resort (Lalit Resort & Spa) requested to replace his name because he is expected to be transferred to another location. IQAC considered his request and decided to replace Shri Mario Fernandes who is a local entrepreneur with international exposure.

The meeting ended with the vote of thanks from the Coordinator Dr. Jagmohan Singh.



Dr. F. M. Nadaf
Principal & Chairperson IQAC

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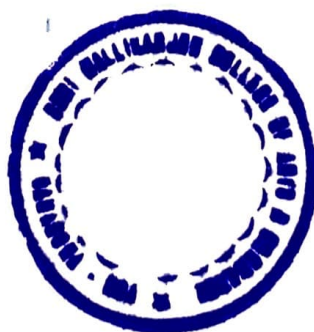
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Action Taken Report in respect of the recommendation of last IQAC Meeting held on 03/05/2017

Sr. No	Items/Recommendations	Action Marked
1	Implementation of CBCS	Heads of all the Department / Departmental In-charges
2	Preparation of AQAR for 2016-17	Dr. Jagmohan Singh IQAC Co-ordinator
3	Subscription to Swayam Prabha DTH - 32 Channel DTH	Mr. Sandesh Fal Desai, Accountant
4	Know your Student	Mrs. Manuja Gaonkar, LDC
5	Paperless Office	Mr. Ramdas Sawant, Head Clerk
6	Formulation of Environmental Policy	Mr. Vividh Pawaskar, Assistant Professor
7	Formulation of Sports Policy	Mr. Savio Leitao, Director of Sports
8	Online Payment of Fees	Mr. Sandesh Fal Desai, Accountant
9	Signing of MOU with SANGATH & MARG	Mr. Arvind Haldankar, Department of Sociology
10	Participation in NIRF	Mr. Vividh Pawaskar, Assistant Professor
11	Teachers Feedback	Mrs. Pramada Dessai, HOD Marathi & Mrs. Tanuja Fal Desai, Assistant Professor



Dr. F. M. Nadaf
Chairperson IQAC &
Officiating Principal

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