


**INTERNAL QUALITY ASSURANCE CELL****Details of IQAC Meetings for the year 2015-16**

Sr. No.	Name of the Meeting	Date of Meeting	Action Taken Report (ATR)	Page Nos.
1.	IQAC Executive Meet (1)	17/06/2015	Yes (Pg. 9)	1-9
2.	IQAC & Office Staff Meet (1)	18/06/2015	No	10-13
3.	IQAC & Office Staff Meet (1)	19/06/2015	Yes (Pg. 17)	14-17
4.	IQAC & Student Meet (1)	20/06/2015	No	8-22
5.	IQAC Student Meet (2)	20/02/2016	No	23-26
6.	IQAC Teaching Staff Meet (2)	18/03/2016	No	27-30
7.	IQAC & Office Staff Meet (2)	21/03/2016	Yes (Pg. 34)	31-34
8.	IQAC & Alumni Meet	16/04/2016	No	35-37
9.	IQAC Executive Meet (2)	09/05/2016	Yes (Pg. 46)	38-46
10.				
11.				
12.				
13.				
14.				

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




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

Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM - CANACONA, GOA 403702

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

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E-mail ID: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.in

SMC/2015-16/IQAC/

15/06/2015

IQAC NOTICE

A meeting of the newly constituted IQAC Committee of the College is conveyed on 17th June 2015 at 11:00 am in the College Auditorium to discuss following.

Agenda:

- 1) Welcome of IQAC members by the Chairman of IQAC
- 2) Discussion on Peer Team Report
- 3) Initiatives by IQAC for this year to improve quality
- 4) Annual Plan
- 5) Planning of Departmental Activities
- 6) Staff Trainings and Workshops
- 7) Launching of Value -Added Courses
- 8) Best Practices
- 9) Admissions for the Academic Year 2015-2016
- 10) Exam Results of the Academic Year 2014-2015
- 11) Staff Meetings
- 12) Parent Meetings
- 13) Ex-student's Meeting
- 14) AoB

All IQAC Members are requested to attend the Meeting.

(Signature)
Dr. F. M. Nadaf

Principal & Chairperson IQAC

To

Shri K.B. Gaunkar.

Secretary

Dnyan Prabodhini Mandal's.

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.

2015-16

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Minutes of the Meeting held on 17th June 2015

Following Members attended the meeting.

1. Shri. K. B. Gaonkar
2. Dr. F. M. Nadaf
3. Ms. Supriya Gaonkar
4. Dr. C. P. Hiremath
5. Ms. Kshama Desai
6. Ms. Domitel D'Souza
7. Mr. Vividh Pawaskar
8. Mr. Ramdas Sawant
9. Mr. Sandesh Faldesai
10. Dr. Jagmohan Singh
11. Mrs. Indira Pai
12. Mr. Sagar Velip
13. Ms. Pritam S. Pagui

Shri. Vijay Pai Khot, Former MLA who is our Industry Representative sought leave of absence telephonically. Dr. Rupa Chari could not attend the meeting because she is on Child Care Leave. Shri. Arvind Haldankar couldn't attend because of Study Leave (FIP).

Meeting was called to following agenda:

- 1) Welcome of IQAC members by the Chairman of IQAC
- 2) Discussion on Peer Team Report
- 3) Initiatives by IQAC for this year to improve quality
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13) Ex-student's Meeting

14) AoB

Welcome of IQAC members by the Chairperson of IQAC

First Meeting of Internal Quality Assurance Cell began with the welcome by the Chairperson of IQAC Dr. F. M. Nadaf and informed the house that our College is accredited by NAAC with 'B' Grade (2.81) which is a big achievement for the College. Dr. Nadaf thanked Management, Staff, Students, Ex-students, parents for playing an important role in the NAAC Process.

In his welcome address, Dr. Nadaf explained the importance of IQAC in post NAAC accreditation process. He further said IQAC is the brain of the College and is mandated to take steps to bring in quality culture in the College.

Discussion on Peer Team Report

Dr. Nadaf informed all the members that for a very long time, College was aiming to get assessed and accredited from NAAC with a good grade. With the dedicated efforts of Management, Principal, Staff, Parents and Students dream became a reality in 2015. Our College had the distinction of getting 'B' Grade (2.81 on a 4 Point Scale) at a time when, 4 senior Colleges from Goa namely MES College, Zuarinagar (NAAC Point 2.47), Government College, Pernem (NAAC Point 2.74, PES's College of Arts & Science, Ponda (NAAC Point 2.77) and Shree Damodar College, Margao (NAAC Point 2.81.). We missed 'A' grade just by 0.19 points. At length a discussion was held on the Peer Team Report. Shri. Vividh Pawaskar and Shri Ramdas Sawant requested the IQAC to prepare a blue print to implement the recommendations as suggested by NAAC before the next cycle.

Initiatives by IQAC for this year to improve quality

Dr. Nadaf requested Dr. Jagmohan Singh to read the initiatives for academic years 2015-2016:

- Teacher's Work Diary: In which teacher will maintain both academic and non-academic work. At the end of the Semester, Work Diary will produced for Internal Academic Audit. One teacher will act as Academic Supervisor to implement the initiative.
- During this year the main focus will be on Admission, Teaching-Learning, and Research.

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- College has formulated Institutional Policy on Teaching-Learning
- Implementation of student centred teaching and learning without undermining the importance of traditional teaching.
- Use of Information and Communication Technology (ICT) in teaching-learning
- Conducting Proficiency Test for the new entrants in the first year to gauge the previous
- ✓ Celebration of International Yoga Day
- Bring quality through Computerization of administration and library using tally for accounts, software for Examination, Attendance and Student General Register and Library updated by using customized software and e-granthalaya
- LAN based Broad Band Access to Library, Computer Lab, Office, Staff Room, Language Lab, Geography lab, Seminar Hall, Auditorium to enhance quality in teaching learning process.
- Induction Programme Programme for both Students and newly recruited teachers Orientation to Students on Curriculum by the Faculty. Shri Pawaskar suggested the name for Induction Programme as SWAGAT
- Continuous Evaluation System in the form of Intra Semester Exam
- Conduct of surprise test, monthly test in select Departments
- Guest lectures by External faculty and Experts from various fields
- Use of In-house Faculty for Pan Departmental Activities
- ✓ Organization of Student Seminars/Workshops
- Participation of Students in in academic activities organised at Inter-Collegiate and State level.
- Organization of Trainings/Workshops/Lectures to Faculty on "Teaching-Learning" under Faculty Development Programme. Shri Pawaskar suggested the name for Faculty Development Programme as RECHARGE.
- Timely declaration of result takes place on college website and college blog and wide publicity for the same is given through social media.
- Zero defect question paper declaration by Paper Setters
- Head of Departments act as Chairperson [Board of Examiners] to ensure that Question Papers are set as per University Pattern, Due Weightage is given as per Syllabus, distribution of Marks is proper and that factors like Knowledge, Comprehension and Understanding are taken into account, wherever applicable.

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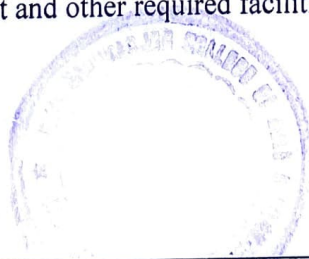
- Students who are due to unfortunate circumstances are unable to clear the previous backlog and given special coaching for Supplementary Examination.
- Promoting Research Climate in the institution through in-house research journal: The Viewpoint
- Organization of Extension Activities such as Medical Camps, Awareness Programmes on Environment, Gender, Civic Sense, Nationalism etc.
- For the benefit of students, display Boards regarding Scholarships, Student Aid, Important Websites, Examination-related Information, Attendance Requirements are placed at strategic locations.
- Efforts to make campus eco-friendly
- Organizing environment awareness through posters, talks, audio-visual clips in college display boards and during programs.
- Campus beautification through planting of flowering plants, fruit-bearing plants.
- Identifying places for water & feeding points for birds
- Placing of garbage bins at important locations
- Constructing Vermi-Composting Pit
- Identifying Ground Water Recharge Pit
- Identifying place for Mini Watershed Management

Annual Plan

Dr. Nadaf presented Annual Plan of the College for the approval of IQAC to bring quality into education. After discuss, plan was approved. IQAC requested the Principal to appoint a teacher to oversee this process and print it in the College Prospectus for the benefit of all the stakeholders. Further, Dr. Nadaf presented the action plan for 2016-17 which was approved.

Plans of institution for next year

- To *promote* STUDENT INTAKE through publicity in feeding centres of our catchment area.
- To *construct* NEW BUILDING with twelve class rooms with state-of-the-art teaching-learning aids.
- To *improve* STAFF ROOM FOR TEACHING FACULTY with individual independent sitting arrangement and other required facilities for ICT.



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- To *organize* a MEGA INTERCOLLEGIATE EVENT comprising of Cultural, Sports & Literary Activities.
- To *promote* ENVIRONMENTAL AWARENESS and distribute saplings to students and community through NSS & Nature Club.
- To *start* ADD-ON COURSES
- To *boost* RESEARCH WORK and *extend reach* of RESEARCH JOURNAL 'VIEW POINT'.
- To *organize* TRAINING PROGRAMS in LIFE SKILLS EDUCATION, SOFT SKILLS DEVELOPMENT & VALUE EDUCATION.
- To *venture* into 5 new MOUs with different Institutions for mutual resources sharing and productivity enhancement.
- To *organize* minimum 20 GUEST LECTURES to facilitate new understanding and varied perspectives on topics of personal and professional interest.
- To *upgrade* COMPUTER LABORATORY.
- To *boost* student talent through participation in Intra & Inter-Collegiate events.
- To *collaborate* with NGOs for community development initiatives.
- To *organize* FACULTY DEVELOPMENT PROGRAMS for Teaching & Non-Teaching Faculty such as SWAGAT & RECHARGE.
- To *screen & create* SHORT FILMS dealing with societal issues through AVOIS.
- To *initiate* more MOUs for INTERNSHIPS.
- To *promote* HEALTH & HYGIENE EDUCATION especially among girl students.
- To *promote* CIVIC SENSE & GOOD CITIZENSHIP through Radhakrishnan Civic Club.
- To *promote & publicize* WELFARE SCHEMES for students belonging to women, S.C., S.T. & O.B.C.
- To *undertake* EXTENSION WORK in neighbouring areas and rural villages through NSS and other college committees.
- To *organize* STUDY TOURS for students to promote real life learning.
- To *provide a platform* to talented students to pass on their knowledge and skills to other interested students through EKLAVYA INITIATIVE.
- To *invite* ALUMNI for interactions with students to share their success stories.
- 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.



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Planning of Departmental Activities:

Planning is an essential component of teaching learning process. Hence, it was decided to ask all the Departments to submit academic and non-academic plans. One teacher will be assigned to take care of Departmental Planning.

Staff Trainings and Workshops:

IQAC decided to organize Faculty Development Programme and Administrative Staff Trainings during preparatory holidays or any other suitable time.

Launching of Value –Added/Certificate Courses:

Keeping in mind the employability of the students, IQAC approved 16 different Value Added /Certificate Courses with code numbers offered by various departments for this academic year. In the meeting it was decided to printed courses in the College Prospectus for the benefit of Students.

Best Practices

Dr. Nadaf informed the august house that as a part of NAAC requirement we have to identify two best practices undertaken by the College which will figure in our AQAR. Hence, after lot of discussion, it was decided to implement following as Best practices:

1. **SCOPE:** Inter-Departmental & Pan Faculty Programs
2. **SEVA:** Social Environmental Versatile Actions

Admissions for the Academic Year 2015-2016:

Dr. Nadaf briefed the members present about the admission of all classes for the academic year 2015-16. He said for the academic year, 425 students were admitted for B.A. and B. Com Programmes. 58.11 percent of the students admitted are girls and 41.89 percent boys. ST, OBC & Minority students account for 40.47percent, 24.23 percent & 15.53 percent respectively.

Exam Results of the Academic Year 2014-2015

Dr. Nadaf presented the result of the academic year 2014-15 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 an B.Com will further increase once we receive the revaluation

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result which students have applied to Goa University. Dr. Nadaf further said and congratulated Mr. Barretto Cedric & Gaonkar Neeta Krishna stood first and second to the College with 74 and 69 percent respectively for TYBCom and Mr. Gaonkar Rajesh Anand & Velip Nalisha Nagesh stood first and second to the College with 74 and 69 percent respectively for TYBA.

Staff Meetings:

To keep the staff updated on the current happening in the field of higher education, it was decided to organize monthly staff meeting or need-based meetings.

Parent Meetings & Ex-student's Meeting:

Parent and Ex-students are the important stakeholders in the teaching learning process. Hence, to get connected with these stakeholders it was decided to hold one each meeting every year. Dr. Nadaf said Annual Social Gathering would be a right time to hold such meetings because a good number of parents and ex-students attend annual social gathering.


AoB

Dr. Nadaf informed the house that from this academic year our College is starting Indira Gandhi National Open University Study Centre from this year. This Centre will help students to pursue their higher studies in distance mode.

Dr. Jagmohan Singh congratulated Principal for putting up a professional show at the time of NAAC Peer Team visit. For which Dr. Nadaf said the credit goes to all. He appreciated the role played by Shri. Vividh Pawaskar, Dr. Rupa Chari. Shri Ramdas Sawant and Sandesh Faladesai in the NAAC Process.

IQAC resolved to motivate all departments to conduct field trips and internships.

Meeting ended with thanks by Ramdas Sawant.


Dr. F. M. Nadaf
Chairperson IQAC



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Action Taken Report in respect of the recommendation of first IQAC meeting held on 17/06/2015.

Sl. No	Items/Recommendations	Action Marked
1.	Planning of Departmental Activities	All concerned Departments
2	Staff Training and Workshops	IQAC Coordinator Dr. Jagmohan Singh & Staff Secretary Mrs. Kshama Desai
3	Launching of Value added/ Certificate Courses	Heads of Department/Departmental Incharges. English, Hindi, Economics, History, Marathi, Commerce, Sociology
4	PTA & Ex Students Meeting	Mr. Savio Leitao, Physical Director/ Dr. Geeta Walvekar
5	Field Trips/Internship	Concerned Heads of Department/Departmental In- Charges.
6	IGNOU	Shri Ramdas Savant, Head Clerk Dr. C. P. Hiremath
7	Field Trips/Internship	Concerned HOD/Department Incharges
8	Formulation of Institutional policy on Teaching Learning	Mr. Vividh Pawaskar, HOD English
9.	Computerization of Library and Administration	Mrs. Padmavati Tubachi, Librarian
10.	Result Analysis	Mr. Balchandra Dessai, UDC, Exam Incharge




Dr. F. M. Nadaf
Officiating Principal

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16/06/2015


IQAC Staff Meeting

It is brought to the notice of all the Staff Members that a meeting with IQAC is conveyed on 18th June 2015 at 10:00 am in the Auditorium to discuss following Agenda for the academic Year 2015-16.

Agenda:

- 1) Peer Team Report
- 2) Initiatives by IQAC for this year to improve quality
- 3) Annual Planning
- 4) Trainings and Workshops for Teaching Staff
- 5) Best Practices
- 6) Admissions for the Academic Year 2015-2016
- 7) Exam Results of the Academic Year 2014-2015
- 8) AoB

Hence, all are requested to attend the same.


Dr. F. M. Nadaf
Officiating Principal



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Minutes of the Meeting held on 18th June 2015

Following members attended the meeting called by the IQAC.

Dr. Jagmohan Singh
Dr. C. P. Hiremath
Dr. Rupa Chari
Ms. Domitel D'souza
Mr. Sandesh Savant
Dr. Geeta Walvekar
Dr. Arvind Haldankar
Dr. Sucheta Naik
Mrs. Kshama Desai
Mr. Vividh Pawaskar
Mrs. Tanuja Faldesai
Dr. Purnanand Chari
Dr. Pramada Desai
Mr. Savio Leitao
Ms. Karishma Parsekar
Mr. Anand Velip
Dr. F. M. Nadaf

First Meeting of Internal Quality Assurance Cell with Staff began with the welcome by Principal Dr. F. M. Nadaf and he informed the house that our College is accredited by NAAC with 'B' Grade (2.81) which is a big achievement for the College. Dr. Nadaf thanked Management, Staff, Students, Ex-students, parents for playing an important role in the NAAC Process.

Peer Team Report

Dr. Nadaf informed all the members that for a very long time, College was aiming to get assessed and accredited from NAAC with a good grade. With the dedicated efforts of Management, Principal, Staff, Parents and Students dream became a reality in 2015. Our College had the distinction of getting 'B' Grade (2.81 on a 4 Point Scale) at a time when, 4 senior Colleges from Goa namely MES College, Zuarinagar (NAAC Point 2.47),



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Initiatives by IQAC for this year to improve quality

Dr. Nadaf informed that IQAC has taken a good number of initiatives to be implemented for this academic year. Dr. Nadaf requested Dr. Jagmohan Singh to share the copy of the initiatives and requested all the staff members to implement the same during this year.

Annual Planning

Dr. Nadaf informed that IQAC has prepared Annual Plan for the year 2015-16 by taking into account academic plan released by the Goa University. Staff Members are requested to adhere to the same.

Trainings and Workshops for Teachers

Dr. Nadaf informed that IQAC would be conducting Trainings and Workshops for Teachers during preparatory holidays. He requested teachers to take benefit of such Program

Best Practices

Principal informed the house that for this year we have selected 2 best practices as per the requirements of NAAC. Dr. Nadaf requested Dr. Jagmohan Singh IQAC Coordinator to explain in detail the concept of Best Practices and the reasons for selecting two best practices.

Admissions for the Academic Year 2015-2016

Dr. Nadaf brought to the notice of all the members that this year our enrollment has increased. During this year, we have admitted 425 students for B.A. and B. Com



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Programs. 58.11 percent of the students admitted are girls and 41.89 percent are boys. Of 425 students, ST students account for 40.47 %, OBC (24.23 %) & Minority (15.53%).

Exam Results of the Academic Year 2014-2015

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. He congratulated all teachers for making efforts to get qualitative result.

AoB

Dr. Nadaf informed the house that from this academic year our College is starting Indira Gandhi National Open University Study Centre. This Centre will help students to pursue their higher studies in distance mode.

Dr. Jagmohan Singh congratulated Principal for putting up a professional show at the time of NAAC Peer Team visit. For which Dr. Nadaf said the credit goes to all. He appreciated the role played by Shri. Vividh Pawaskar, Dr. Rupa Chari. Shri Ramdas Sawant and Sandesh Faldesai in the NAAC Process and thanked each staff member for their contribution.

Meeting ended with vote of thanks.


Dr. F. M. Nadaf
Principal



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Date: 15/06/2015

NOTICE

A meeting of the IQAC with Office Staff Members is scheduled on 19/06/2015 at 11:00 a.m. in College Auditorium to discuss following agenda.

Agenda:

- 1) NAAC Peer Team Report
- 2) Admission for the Academic Year 2015-2016
- 3) Exam Results of the Academic Year 2014-2015
- 4) Initiatives by IQAC
- 5) Allocation of Duties
- 6) Office Staff Trainings
- 7) Annual Action Plan
- 8) AoB

All Office Staff Members are informed to attend the Meeting.



Dr. F.M. Nadaf

IQAC Chairman & Off. Principal

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SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE
DELEM-CANACONA, GOA 403702

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Minutes of the Meeting held on 19/06/2015

Following Office Staff Members attended the meeting held on 19/06/2015 at 11:00 a.m. in College Auditorium.

Name	Designation	Position in IQAC
Dr. F.M. Nadaf	Off. Principal	IQAC Chairman
Dr. Jagmohan Singh	Associate Professor	IQAC Coordinator
Shri. Ramdas Sawant	Head Clerk	Member
Shri. Sandesh Faldesai	Accountant	Member
Shri. Bhalchandra Desai	UDC	Member
Mrs. Manuja Naik Gaonkar	LDC	Member
Shri. Rajesh Gaonkar	LDC	Member
Shri. Krishna Vagonkar	Attendant	Member
Shri. Ravi Komarpant	Attendant	Member
Shri. Vithoba Velip	Attendant	Member

Meeting was called to following agenda:

- 1) NAAC Peer Team Report
- 2) Admission for the Academic Year 2015-2016
- 3) Exam Results of the Academic Year 2014-2015
- 4) Initiatives by IQAC
- 5) Allocation of Duties
- 6) Office Staff Trainings
- 7) Annual Action Plan
- 8) AoB

In the beginning, Chairman of IQAC Dr. F.M. Nadaf welcomed all the Office members. In his welcome speech, importance of IQAC in NAAC was explained to Office Staff Members.





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NAAC Peer Team Report

Chairman of IQAC Dr. F.M. Nadaf informed Office Staff that College was assessed and accredited from NAAC with 'B' Grade(2.81 on a 4 Point Scale). Dr. Nadaf thanked Management, Staff, Parents, Students who played a major role in success. Peer team Report was discussed at length. Dr. Nadaf requested all the Office members to take note of the recommendations for its importance.

Admission for the Academic Year 2015-2016

Off. Prin. congratulated all Office Staff for successfully completing admission work. Off. Principal briefed that in the academic year, 425 students were admitted for B.A. and B.Com. Programmes. 58.11 % of the students admitted are girls and 41.89 % boys. ST, OBC & Minority students rate was 40.47%, 24.23% & 15.33% respectively.

Exam Results of the Academic Year 2014-2015

IQAC Chairman Dr. F.M.Nadaf requested Mr. Bhalchandra Desai to present result of the academic year 2014-2015. Dr. Nadaf said our performance at the University Examination has been always high standard over the years. During this hour, stream wise result and ranking of the students was presented.

Initiatives by IQAC

IQAC Chairman Dr. F.M.Nadaf presented initiatives discussed in IQAC Executive Meeting. Some are mentioned below:

- Computerization of Administration and Library using tally for accounts, Software for Examination, Attendance and Student General Register and Library.
- Display boards regarding Scholarships, Student Aid, Important Websites, Examination-related information, Attendance requirements.
- Timely declaration of Exam Results takes place on College Website and College Blog and wide publicity for the same is given through Social Media.
- Wi-Fi LAN Enabled Campus.
- College Website

Allocation of Duties

Off. Prin. Dr. F.M.Nadaf requested Shri. Ramdas Sawant, Head Clerk to allocate the duties to Office Staff Members for the smooth functioning of Office Work.



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E-mail ID: shreemallikarjuncollege@gmail.comwww.shreemallikarjuncollege.ac.in**Office Staff Trainings**

IQAC Chairman mentioned in the meeting that Administrative Staff Trainings will be organized during preparatory holidays or any other suitable time.

Annual Action Plan

IQAC Chairman explained that all Departments, Committees, Associations of the College will plan the Academic Calender.

AoB

Dr. Nadaf requested Shri. Rajesh Gaonkar to be ready with the necessary papers for affiliation of Extension of Programmes.

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

Action Marked Report of the IQAC meeting with Office Staff Members
scheduled on 19/06/2015 at 11:00 a.m. in College Auditorium.

Sr. No	Item	Action Marked to
1	Allocation of Office Duties	Mr. Ramdas Sawant
2	Office Staff Trainings	Mr. Ramdas Sawant
3.	To prepare necessary documents for Extension Activities	Mr. Rajesh Gaonkar



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



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Date: 17/06/2015

NOTICE

It is brought to the notice of the students that IQAC would like to interact on 20/06/2015 at 10:30 am. Therefore all students are informed to attend the meeting.

Agenda :

- 1) Introduction of Teaching Staff to Students
- 2) Role of IQAC in Quality Enhancements
- 3) Examinations
- 4) College Activities
- 5) Value Added Courses
- 6) Mentoring
- 7) AoB



[Signature]
IQAC Chairman & Off. Principal

Dr. F. M. Nadaf

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COLLEGE OF ARTS & COMMERCE
CANACONA - GOA

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Following students attended the meeting held on 20/06/2015 at 10:30 am. in College Auditorium with IQAC Members.

Sr. No	Name of the Student	Class
1	Correia Reha K.	FYBA
2	Rima Keshav Gaonkar	FYBA
3	Seema Laxman Gaonkar	FYBA
4	Ankita Bhiva Velip	FYBA
5	Vimoh Tulshidas Mokhardkar	FYBA
6	Resha Arjun Velip	FYBA
7	Ajana Janu Gaonkar	FYBA
8	Abhishek Mangesh Velip	FYBA
9	Prashant Anant Velip	FYBA
10	Suvarna Kust Gaonkar	FYBA
11	Sanjay Kushali Gaonkar	FYBA
12	Krupesh Shanu Velip	FYBA
13	Ajit Krishna Velip	FYBA
14	Trupti Ratnakar Dhuri	FYBA
15	Regan Gokuldas Pagi	FYBA
16	Allauddin Yasin Attar	FYBA
17	Sanjay Ram Velip	FYBA
18	Videsh Krishna Vagonkar	FYBA
19	Dhadesh Mahadev Naik	SYBA
20	Manila Madhu Naik Desai	SYBA
21	Sonali Ghatu Velip	SYBA
22	Sonia Sudhakar Gaonkar	SYBA
23	Sharmila Devu Velip	SYBA
24	Pricilia Mary Barretto	SYBA
25	Jantesh Mangesh Gaonkar	SYBA
26	Premjit Chimat Velip	SYBA
27	Vinay Vasu Gaonkar	SYBA
28	Melinda Danelin D'Silva	SYBA
29	Manjita Anil Desai	SYBA
30	Roshan Shantaram Patil	SYBA
31	Nikita Grace Barretto	SYBA
32	Reshnusha Rohidas Naik	TYBA
33	Vaishali Laxman Kholkar	TYBA
34	Nilam Premand Velip	TYBA
35	Nilima Arjun Gaonkar	TYBA
36	Deepti Uday Fal Dessai	TYBA
37	Santoshi Kiran Pagi	TYBA
38	Saivasant Sanjay	FYBCOM
39	Sita Dilkush Parit	FYBCOM
40	Sujala Shantaram Daikar	FYBCOM



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41	Janu Ram Gaonkar	FYBCOM
42	Parag Devidas Kamat	FYBCOM
43	Smigdha Subhash Pagui	FYBCOM
44	Gaurav Ashok Naik	FYBCOM
45	Rashikesh Ratnakar Chari	FYBCOM
46	Rajesh Ram Velip	FYBCOM
47	Nisha Uday Pagi	SYBCOM
48	Saurabh Sadanand Shet Desai	SYBCOM
49	Rangila Ramesh Pagi	SYBCOM
50	Atish Pandhari Naik	SYBCOM
51	Sahil Dhaku Komarpant	SYBCOM
52	Sarvadnya Gajanan Pai	SYBCOM
53	Deepali Shantaram Naik	SYBCOM
54	Ravichandra Vithoba Velip	SYBCOM
55	Daryl Fernandes	SYBCOM
56	Neha Suresh Keluskar	SYBCOM
57	Anant Vishwas Prabhu Gaonkar	TYBCOM
58	Shilpa Shirish Bhandari	TYBCOM
59	Santosh Sadanand Warik	TYBCOM
60	Kajal Tulshidas Mokhardkar	TYBCOM
61	Anusha Anant Naik	TYBCOM
62	Bharati Tulshidas Gaonkar	TYBCOM
63	Shubham Sudhakar Komarpant	TYBCOM
64	Rashmi Prakash Bhandari	TYBCOM

Minutes of the meeting held on 20/06/2015 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. The role of IQAC and how interactions of IQAC with students will help in enhancing Teaching & Learning Process was informed to students.

✓ **Introduction of Teaching Staff to Students:**

During this hour, Teaching Faculty was introduced to the students followed by various Committee details such as IQAC, Mentoring, Examination, Cultural, NSS, Sports, Annual Social Gathering, Grievance, etc.





✓ **Role of IQAC in Quality Enhancements**

It was informed that Our college has IQAC Cell and the prime responsibility of IQAC to work bringing quality in higher education. NAAC will be organizing various activities in this direction and students are requested to take advantage of the same.

✓ **Examination**

It was informed to the students that there shall be two modes of evaluation of the academic performance of the students offering the B.A./B.Com/B.Sc.Course namely, the Intra Semester Assessment (ISA) and the Semester End Examination (SEE). The ISA shall be conducted twice in a given Semester once through a test and the other by using alternate modes of evaluation such as assignment, presentation, orals etc. Isa shall not be conducted for the practical component. The schedule of ISA shall be notified in the beginning of the academic year.

The SEE shall be conducted at the conclusion of a given semester. SEE shall cover the Course of Studies prescribed for the concerned/respective Semester.

✓ **Add on Courses**

Dr. Nadaf informed the students that along with regular Bachelor Course, short term programmes are also offered for the students. Students are free to choose any one of the Add on Course on first come first served basis.

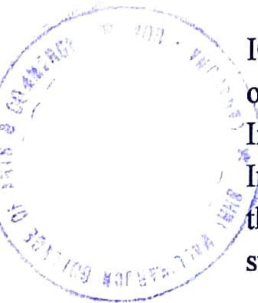
✓ **Mentoring**

Off. Prin. Dr. F.M.Nadaf instructed all students to attend Mentoring Classes regularly as per timings allotted to them.

✓ **AoB**

a) Induction Program /SWAGAT

IQAC Chairman & Off. Principal Dr. F.M. Nadaf informed students that introduction of Teaching Staff to students will built repo between Staff & Students. As a practice an Induction program will be organized for First Year Student in Second week of June . In Induction program, student will be introduced to all the facility & opportunities of the College available to the student . Such type of introduction will definitely help students to communicate with Teaching Staff more effectively.



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b) Students Seminar

It was informed to the Students that as a new initiative Students Seminar will be organized by the Departments. Students were informed to take part actively in the programmes.

c) ICT Teaching & Learning

It was highlighted that Student centered Teaching and Learning will be done without overlooking the traditional teaching.

d) Additional Information

Dr. Nadaf provided additional information which are as follows :

- 1) Students should update oneself with Notices displayed on Notice Board
- 2) Students should check Time Table displayed on the Notice Board.
- 3) To attend Regular Classes.
- 4) Resuming of Temporary Teachers soon after appointments.
- 5) To maintain 75% attendance
- 6) To carry Identity Card
- 7) To follow Discipline


IQAC Chairman & Off. Principal

Dr. F.M.Nadaf





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Date: 05/02/2016

NOTICE


A meeting of the IQAC Members is scheduled with the College Students on 20/02/2016 at 11:30 am. In College Auditorium.

All are informed hereby to attend the Meeting.

Agenda :

- 1) Confirmation of the Meeting held on 20/06/2015
- 2) College Activities
- 3) College Campus
- 4) Regular Classes
- 5) Annual Social Gathering
- 6) Semester End Exams
- 7) AoB




Dr. F.M. Nadaf

IQAC Chairman & Off. Principal

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Following students attended the meeting held on 20/06/2015 at 10:30 am. in
College Auditorium with IQAC Members.

Sr. No	Name of the Student	Class
1	Correia Reha K.	FYBA
2	Rima Keshav Gaonkar	FYBA
3	Seema Laxman Gaonkar	FYBA
4	Ankita Bhiva Velip	FYBA
5	Bholnekar Jeet Pandhari	FYBA
6	Corte Ronisha	FYBA
7	Fernandes Shenyda	FYBA
8	Daikar Sujala Shantaram	FYBCOM
9	Pagui Rakshanda Ramnath	FYBCOM
10	Kamat Parag Devidas	FYBCOM
11	Velip Chandrakant Ram	FYBCOM
12	Gunagi Soniya	FYBCOM
13	Dias Lavina	FYBCOM
14	Gaonkar Dilesh Fondu	SYBA
15	Gaonkar Pratiksha	SYBA
16	Gaonkar Savita	SYBA
17	Tavadkar Sonali	SYBA
18	Pagui Shavil	SYBA
19	Pagi Nisha Uday	SYBCOM
20	Dessai Sahil Babu	SYBCOM
21	Bhagat Sanjyoti Ramesh	SYBCOM
22	D'Souza Trezilla	SYBCOM
23	Pagi Rangila	SYBCOM



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24	Pagi Shradha S.	TYBA
25	Gaonklar Rekha G.	TYBA
26	Gaonkar Soulakshi S.	TYBA
27	Pagui Richa R.	TYBA
28	Velip Vijay	TYBA
29	Gaonkar Deepak C.	TYBCOM
30	Velip Yadavi Krishna	TYBCOM
31	Velip Narendra Narayan	TYBCOM
32	Velip Sunita Janu	TYBCOM
33	Kenkare Sonali	TYBCOM

Minutes of the IQAC meeting with the College Students held on 18/02/2016 at 11:30 am. In College Auditorium.

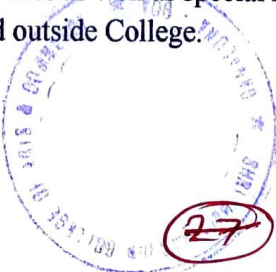
Following agenda was discussed in the meeting.

1. Confirmation of the Meeting held on 20/06/2015

Dr. Nadaf welcomed all in the beginning. Dr. Nadaf requested Student Council Incharge Mrs. Pramada Desai to read the minutes of the last meeting held on 20/06/2015. Minutes were confirmed. Dr. Nadaf expressed Best Wishes for the students for successfully completing I, III & V Semester End Examination.

2. College Activities

IQAC Coordinator Dr. Jagmohan Singh listed all the Academic activities those were organized in the academic year. Off. Prin. Dr. F.M.Nadaf congratulated all students for participating in college activities as well as special Programmes/ workshops/seminars / Cultural Programmes in and outside College.



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4. College Campus

Off. Prin. Dr. F.M.Nadaf instructed students to maintain college campus healthy. Care of One Plant by One Student was highlighted during this hour.

6. Annual Social Gathering

Off. Prin. Dr. F.M.Nadaf congratulated the Academic Prize Winners & participants of Annual Social Gathering for making a grand success event.

7. Semester End Exams

Off. Prin. Dr. F.M.Nadaf 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. It was informed all that SEE will commence from 01/04/2016. Students were instructed to attend classes regularly to fulfill attendance.

8. AoB

Meeting ended with Vote of Thanks by IQAC Coordinator.



Dr. F.M. Nadaf

IQAC Chairman & Off. Principal



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Fax No. 0832-2633433

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14/03/2016

Second IQAC Staff Meeting

All the Staff Members are requested to attend meeting with IQAC conveyed on 18th March 2016 at 10:00 am in the Auditorium to discuss following Agenda:

Agenda:

- 1) Confirmation of the minutes of the last Meeting held on 18th June 2015
- 2) Submission of Departmental and Committee Reports for 2015-16
- 3) Submission of Teacher's Work Record
- 4) Even Semester Exams
- 5) Staff Workshops
- 6) Workload Submission
- 7) AoB

Hence, all are requested to attend the same.



[Signature]
Dr. F. M. Nadaf
Officiating Principal

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 Second IQAC Staff Meeting held on 18th March 2016

Following Staff members attended the meeting

- 1) Arjun Kamble
- 2) Savio Leitao
- 3) Annapurna Velgunkar
- 4) Vallabh Barve
- 5) Dr. Jaghmohan Singh
- 6) Karishma Parsekar
- 7) Pramod S. Pawar
- 8) Gauri Naik Gaonkar
- 9) Sandesh Sawant
- 10) Arvind N. Haldankar
- 11) Narmata G. Bhandari
- 12) Ivita Miranda
- 13) Akita Fernandes
- 14) Tanvi Naik
- 15) Suvidha S Komarpat
- 16) Domitel Dsouza
- 17) Dr. Pramada U. G. Desai
- 18) Mrs. Kshama Desai
- 19) Nishigandha Naik Gaonkar
- 20) Dr. C. P. Hiremath
- 21) Anand S. Velip
- 22) Dr. Geeta S. Walvekar
- 23) Dr. F. M. Nadaf

Agenda:

- 1) Confirmation of the minutes of the last Meeting held on 18th June 2015
- 2) Submission of Departmental and Committee Reports for 2015-16
- 3) Even Semester Exams
- 4) Submission of Question papers
- 5) Staff Workshops
- 6) Workload submission
- 7) AoB



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Meeting began with the welcome of members by the Principal ^{Dr} Nadaf.

Confirmation of the minutes of the last Meeting held on 18th June 2015:

Dr. Nadaf requested the Staff Secretary Dr. Geeta Walvekar to read the minutes of the meeting held on 18th June 2015. Since there were no observations by the staff members, minutes were confirmed.

Submission of Departmental and Committee Reports for 2015-16

Dr. Nadaf complimented all the Staff Member for conducting meaningful and qualitative activities during 2015-16. Dr. Nadaf requested all the HoD's and Coordinators of all the Committees to submit the Annual Report to IQAC Coordinator on or before 10th April 2016 so that the work of AQAR can start.

Submission of Teacher's Work Record:

Principal requested all the teachers to submit Teacher's Work Record completed in all respect for the Internal Academic Audit to Academic Supervisor on or before 15th April 2016.

Even Semester Exams:

Dr. Nadaf said the Even Semester Examination is starting from 1st April 2016. He requested teachers to complete the syllabi as per the plan and conduct remedial classes for slow learners if required. Further, he requested all the teachers to submit question papers by 20th March 2016.

Staff Workshops:

Dr. Nadaf informed that a workshop for teachers will be conducted on 31st March 2016 keeping in mind the professional development of the teachers and requested all to participate and get participation Certificate.

Workload Submission:

Dr. Nadaf requested all HOD's to submit workload for the year 2016-17. He said delay in submission will result in delay in getting NOC from the Directorate of Higher Education, Government of Goa.



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Signature

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AoB

Principal discussed following issues under AoB:

Projects Viva for the TYBA / B Com students must be completed before the deadline set by the College.

Principal instructed all the staff members to sign the monthly salary register every month without fail and avoid possible complication.

With immediate effect, all the staff members will have to maintain the record of their movement by signing the movement register and punching the bio- metric Machine.

Submit API on or before 30th April 2016

Staff must go through the mails and Notice send from time to time.

He reminded the staff to submit their record of immovable property every year and details of their investment for tax deduction.

With the permission of the Chair, Shri. Vividh Pawaskar raised the issue of bad smell in the Staff Room.

Mrs. Kshama Desai raised the issue of Earned Leave.

Principal informed that he would look in to the matter and do the needful.

Meeting ended with Vote of Thanks by Dr. Jagmohan Singh, IQAC Coordinator.



[Signature] 18/03/2016
Dr. F. M. Nadaf
Officiating Principal

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Date: 15/03/2016

NOTICE

A meeting of the IQAC Members is scheduled with the Office Staff on 21/03/2016 at 11:00 a.m.in College Auditorium. All the Office Staff Members are informed hereby to attend the Meeting.

Agenda :

- 1) Confirmation of last meeting held on 19/06/2015
- 2) Reporting of the administrative tasks completed during Odd Semester
- 3) Preparation of Academic Plan 2016-2017
- 4) AoB



Dr. F.M. Nadaf

IQAC Chairman & Off. Principal
PRINCIPAL

Dnyan Prabodhini Mandal
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Minutes of the IQAC Meeting with Office Staff held on 21/03/2016 at 11:00 a.m. in College Auditorium.

Following Office Staff Members were present for the Meeting.

Name	Designation	Position in IQAC
Dr. F.M. Nadaf	Off. Principal	IQAC Chairman
Dr. Jagmohan Singh	Associate Professor	IQAC Coordinator
Shri. Ramdas Sawant	Head Clerk	Member
Shri. Sandesh Faldesai	Accountant	Member
Shri. Bhalchandra Desai	UDC	Member
Mrs. Manuja Naik Gaonkar	LDC	Member
Shri. Rajesh Gaonkar	LDC	Member
Shri. Krishna Vagonkar	Attendant	Member
Shri. Ravi Komarpant	Attendant	Member
Shri. Vithoba Velip	Attendant	Member
Anup Sawant	Peon	Member

At the outset, Off. Principal Dr. F.M. Nadaf welcomed the gathering.

Confirmation of the last meeting

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

Reporting of the administrative tasks completed during Odd Semester

Dr. F. M. Nadaf requested Office Staff to present the task completed during Odd Semester. In this regard, Office Staff members narrated work related to Students Admission, Examination work, Scholarships, Fees, Declaration of Results, and other administration work process.





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Preparation of Academic Plan for 2016-2017

Dr. F. M. Nadaf informed in the meeting Academic Plan for Academic Year 2016-2017.

- To promote **STUDENT INTAKE** through publicity in feeding centers of our catchment area.
- To construct **NEW BUILDING** with twelve class rooms.
- To improve **STAFF ROOM** for teaching Faculty with ICT facility.
- To promote **ENVIRONMENTAL AWARENESS**.
- To start **ADD ON COURSES**.
- To boost **RESEARCH WORK**
- To organize training programmes in **LIFE SKILLS EDUCATION, SOFT SKILLS DEVELOPMENT & VALUE EDUCATION**.
- To venture into 5 new **MOUs**.
- To organize **GUEST LECTURES**.
- To upgrade **COMPUTER LABORATORY**.
- To boost student talent through participation in Intra & Inter-Collegiate Events.
- To collaborate with **NGO's** for community development initiatives.
- To organize **FACULTY DEVELOPMENT PROGRAMMES**.
- To create **SHORT FILMS**.
- To promote **HEALTH & HYGIENE EDUCATION**.
- To promote **CIVIC SENSE & GOOD CITIZENSHIP**.
- To promote & publicize **WELFARE SCHEMES** for students belonging to SC/ST/OBC & girl students.
- To organize **STUDY TOURS**.
- To invite **ALUMNI**
- To celebrate **NATIONAL & INTERNATIONAL DAYS**.
- To decide upon a **COLLEGE MASCOT**
- To create inspirational **THEME SONG** of the college.

AoB

Meeting ended with Vote of Thanks



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



Govt. Reg. No. AC-18

Tel. No. 0832-2633422/433

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



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www.shreemallikarjuncollege.ac.in

Action Taken Report of the IQAC meeting with Office Staff Members
scheduled on 21/03/2016 at 11:00 a.m. in College Auditorium.

Sr. No	Item	Action Marked to	Remark
1	Allocation of Office Duties	Mr. Ramdas Sawant	Allocated Duties
2	To prepare necessary documents for Extension Activities	Mr. Rajesh Gaonkar	Prepared Necessary Documents



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

(36)

(34)



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Date: 29/03/2016

NOTICE

A meeting of the IQAC Members with Alumni is scheduled on 16/04/2016 at 11:00 am.
In College Auditorium.

All are informed to attend the Meeting.

Agenda:

- 1) Alumni Connectivity with Institution
- 2) Feedback Response
- 3) Performance in College Activities
- 4) AOB

Savio Leita

Alumni Coordinator

Dr. F.M. Nadaf

IQAC Chairman & Off. Principal

Principal
Dnyan Prabodhini Mandal
SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANACONA - GOA



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Following are the Minutes of the meeting of the IQAC Members with Alumni scheduled on 16/04/2016 at 11:00 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. Mr. Shubham Umakant Pagi10. Ms. Ankita Ashok Bhagat11. Ms. Krutika Ratnakar Chari12. Ms. Diksha Vinod Tengse13. Mr. Cedric Baretto14. Mrs Pranita Gaonkar15. Ms Diksha Naik Desai16. Ms Melissa Fernandes17. Mrs Indira Pai
------------------------------	--

At the Outset, Dr. F.M. Nadaf welcomed the gathering.

1. Alumni Connectivity with Institution

In the beginning, Alumni Coordinator Mr. Savio Leitao welcomed the Alumni. Alumni Coordinator briefed college activities organized during the academic year 2014-2015. During this hour, it was informed to Alumni to remain connected with College activities & happenings. Participation of Alumni will always be welcome either in Cash or Kind was also mentioned.

2. Feedback Response

Off. Principal informed Alumni to fill up the feedback forms and submit to the Alumni Committee Members. It was mentioned to write the suggestions on which IQAC Committee will look into the matter if any suggestions to be incorporated or any changes to be done.



3. Performance in College Activities

IQAC Chairman Dr. F.M.Nadaf proposed in Alumni Meeting that any Alumni can perform in College Activities.

4. AoB

In AoB, Suggestions were invited from Alumni. Ms. Nishigandha Naik Gaonkar said it is necessary to meet twice in a year. Mrs. Indira Pai said that Alumni will try to get more number of Ex Students in Association.

Savio Leitao

Alumni Coordinator

Dr. F.M. Nadaf

IQAC Chairman & Off. Principal





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15/06/2015

Office Order

As per the directives of National Assessment and Accredited Council, Bangalore formation of Internal Quality Assurance Cell (IQAC) is mandatory post accreditation (After First Cycle of NAAC). Hence, the following IQAC Committee is constituted for a period of three years with effect from 16th June 2015.

Composition of IQAC

Name	Designation	Position in IQAC
Dr. F.M. Nadaf	Off. Principal	Chairperson
Shri. K. B. Gaunkar	Secretary DPM	Management Rep.
Shri. Vijay Pai Khot	Local MLA & Industrialist	Industry Rep.
Ms. Supriya Gaonkar	Social Worker	Community Rep.
Dr. C.P. Hiremath	Associate Professor	Teacher Rep.
Mr. Arvind Haldankar	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	Service	Alumni Rep.
Mr. Sagar Velip	General Secretary, Student Council	Student Rep.
Ms. Pritam S. Pagui	Ladies Representative, Student Council	Student Rep.
Dr. Jagmohan Singh	Associate Professor	Coordinator

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

Tel. No. 0832-2633422/433

Dnyan Prabodhini Mandal's

Fax No. 0832-2633433



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IQAC - Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objectives of IQAC (As per guidelines of NAAC)

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions of IQAC

Some of the functions of IQAC include:

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;

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- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

All the members are is required to go through the NAAC Manual to understand the entire process of Assessment & Accreditation.

A meeting in this connection is called to 17th June 2015. Requesting you to attend the same.

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

Copy to

1. All the members
2. NAAC File
3. Outward File



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SMC/2015-16/IQAC

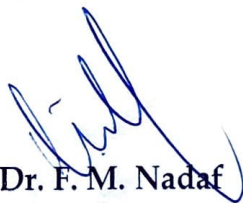
02/05/2016

NOTICE

A meeting of the IQAC Committee is conveyed on 09/05/2016 at 9:00 a.m. in College Auditorium to discuss following agenda:

Agenda:

- 1) Confirmation of last IQAC Meeting Minutes held on 17/06/2015
- 2) Reporting of activities conducted during the academic 2015-16
- 3) Preparation of AQAR for the year 2015-16
- 4) Value Added/Certificate Courses
- 5) Feedback Reports
- 6) Preparation of Academic Plan for 2016-17
- 7) Significant Contributions made by IQAC during 2015-16
- 8) AoB


Dr. F. M. Nadaf
Off. Principal
IQAC Chairperson

To



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Minutes of the IQAC meeting held on 09/05/2016

Meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Monday, 09/05/2016 at 9.00 a.m. vide notice dated 02/05/2016. Following members attended the meeting:

1. Shri. K. B. Gaunkar
2. Dr. F. M. Nadaf
3. Dr. Jagmohan Singh
4. Dr. C. P. Hiremath
5. Ms. Domitel D'Souza
6. Dr. Rupa Chari
7. Mr. Vividh Pawaskar
8. Mr. Arvind Haldankar
9. Dr. Rupa Chari
10. Shri Ramdas Sawant
11. Mr. Sandesh Faldesai
12. Ms. Supriya Gaonkar
13. Mrs. Indira Pai
14. Ms. Pritam S. Pagui
15. Mr. Sagar Velip

Shri. Vijay Pai Khot expressed his inability to attend the meeting telephonically.

The chairperson Dr. F. M. Nadaf welcomed the members and informed that this meeting has been called up exclusively to discuss the submission of AQAR to NAAC.

Agenda of the Meeting:

- 1) Confirmation of last IQAC Meeting Minutes held on 17/06/2015
- 2) Reporting of activities conducted during the academic 2015-16
- 3) Preparation of AQAR for the year 2015-16
- 4) Feedback Reports
- 5) Preparation of Academic Plan for 2016-17
- 6) Significant Contributions made by IQAC during 2015-16
- 7) AoB

Confirmation of the Minutes of the meeting held on 17/06/2015

Dr. Nadaf requested the IQAC Coordinator Dr. Jagmohan Singh to read the minutes of the last meeting held on 16/06/2015. Since no observations were made by any member, minutes were unanimously confirmed.





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Reporting of activities conducted during the academic year 2015-16

Dr. Nadaf said Shree Mallikarjun College is known to organize various cultural and sports activities for the overall growth of the students. Dr. Nadaf requested Dr. Rupa Chari to read the activities organized by the various Departments/ Committees/ Associations/ Clubs.

The Annual Reports of Konkani, Marathi, Hindi, Commerce, Economics, Geography, History, Sociology Departments, Cultural Committee, Women's Forum, Arya Club, NSS, Sports and other Committees were presented. IQAC appreciated the efforts made by all the Departments and Committees.

Preparation of AQAR for the year 2015-16

AQAR report was discussed in detail. All the members contributed constructively in the discussion. It was decided to send the Departmental Reports and Committee reports to all criterion in charges to prepare AQAR for 2015-16 so that AQAR can be uploaded before last date set by NAAC.

Feedback Reports

Dr. Nadaf informed that the feedbacks obtained on Teacher's Evaluation by students, Curriculum, Parent and Ex-student are analysed by the Feedback Committee. The analysed reports were discussed and teachers were asked to look into corrective and appreciative measures based on feedback reports.

Preparation of Academic Plan for 2016-17

Dr. Nadaf brought to the notice of IQAC that we have received a broad academic term for 2016-17 from Goa University and keeping this in mind we have to prepare our Annual Plan. Accordingly, after lot of discussion Academic Plan for 2016-17 was prepared by IQAC.

Dr. Nadaf presented the Annual Plan of institution for next academic year which after discussion was approved.

- To *promote* STUDENT INTAKE through publicity in feeding centres of our catchment area.
- To *construct* NEW BUILDING with twelve class rooms with state-of-the-art teaching-learning aids.
- To *improve* STAFF ROOM FOR TEACHING FACULTY with individual independent sitting arrangement and other required facilities for ICT.
- To *organize* a MEGA INTERCOLLEGIATE EVENT comprising of Cultural, Sports & Literary Activities.





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- To *promote* ENVIRONMENTAL AWARENESS and distribute saplings to students and community through NSS & Nature Club.
- To *start* ADD-ON COURSES
- To *boost* RESEARCH WORK and *extend reach* of RESEARCH JOURNAL 'VIEW POINT'.
- To *organize* TRAINING PROGRAMS in LIFE SKILLS EDUCATION, SOFT SKILLS DEVELOPMENT & VALUE EDUCATION.
- To *venture* into 5 new MOUs with different Institutions for mutual resources sharing and productivity enhancement.
- To *organize* minimum 20 GUEST LECTURES to facilitate new understanding and varied perspectives on topics of personal and professional interest.
- To *upgrade* COMPUTER LABORATORY.
- To *boost* student talent through participation in Intra & Inter-Collegiate events.
- To *collaborate* with NGOs for community development initiatives.
- To *organize* FACULTY DEVELOPMENT PROGRAMS for Teaching & Non-Teaching Faculty such as SWAGAT & RECHARGE.
- To *screen & create* SHORT FILMS dealing with societal issues through AVOIS.
- To *initiate* more MOUs for INTERNSHIPS.
- To *promote* HEALTH & HYGIENE EDUCATION especially among girl students.
- To *promote* CIVIC SENSE & GOOD CITIZENSHIP through Radhakrishnan Civic Club.
- To *promote & publicize* WELFARE SCHEMES for students belonging to women, S.C., S.T. & O.B.C.
- To *undertake* EXTENSION WORK in neighbouring areas and rural villages through NSS and other college committees.
- To *organize* STUDY TOURS for students to promote real life learning.
- To *provide a platform* to talented students to pass on their knowledge and skills to other interested students through EKLAVYA INITIATIVE.
- To *invite* ALUMNI for interactions with students to share their success stories.
- 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.

Significant Contributions made by IQAC during 2015-16

Dr. Nadaf said IQAC is the lighthouse that provides direction for efficiency and effectiveness in teaching-learning, research, leadership & governance leading to qualitative enhancement of the brand image of an institution.

IQAC in its endeavour to lead the institution towards positive change. Following are the significant contributions of IQAC during this academic year:

- ✓ **Admission Process:**





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IQAC has emphasized an *Open Door Policy for Equitable Access* to all, primarily, First Generation Learners and on the principle of EFA- Education For All' especially Socially and Economically Disadvantaged Learners. This excludes the need to have a Merit-Based Entrance Test to segregate learners. However, the college conducts a Subject Proficiency Test to ascertain the competency of learners. The process to be followed in its implementation includes:

Taking into consideration Reservation Policy of Government followed in spirit and letters; facilitating a Fast Track Admission for Meritorious Students; conduct of Subject Specific Career Counselling along with Parent as well as One-on-one Interview with Admission Committee & Principal with a provision to help for Needy Students to avail financial assistance

✓ Curriculum Development:

Curricula which can be seen as the totality of student experiences that occur in the educational process has been designed by Goa University based on the model provided by UGC's Uniform Curriculum as envisaged in the Education Policy of the Government of India.

IQAC has been instrumental in competency-building of the faculty through Faculty Development Programs, Encouraging Participation in Syllabi-related programs. This has led to inclusion of our college faculty in University's Syllabi Upgradation Process. Designing of Innovative Add-on Courses has been the prerogative of our college faculty under the guidance of IQAC.

✓ Teaching-Learning & Evaluation:

IQAC encourages use of Student-Centric Methodologies; promotes ICT Culture; Conducts Competency-building Workshops & Trainings on Teaching, Learning, Paper-setting and Evaluation Techniques.

✓ Research:

Research Culture is promoted through (a) Research Magazine (b) Faculty participation in Seminars, Conferences and Symposia (c) Research Orientation for TY BA & B Com students by different departments under the aegis of IQAC.

✓ Linkages:

"Network to increase Net Worth" This belief led to establishment and nurturing of linkages with like-minded organizations.

✓ Swagat & Recharge:

Orientation Programs for Newly-inducted Students and Staff on all matters relating to their duties, roles and responsibilities to increase integrity and involvement. Existing Staff undergoes programs for professional growth and skill enhancement.

✓ Community Service/Extension Activities:

NSS, Friends of Nature, Arya Club, Geo-Tarang, Commerce Association, Dr Radhakrishnan Civic Club, Bharatiya Bhasha Mandal, Yuva Urja Manch carry out Community and Extension Services with valued inputs from IQAC.





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✓ **Physical Education:**

Health and Fitness is promoted through Sports round the clock.

✓ **Value Education:**

IQAC invites multi-religious personalities to kindle spirit of service and enthuse students to lead a life of value and purpose.

✓ **Scholarships & Freeships:**

Wide publicity is given regarding numerous Scholarships & Freeships available for SC/ST/OBC & EBC, Student Aid Fund, Corporate Assistance, Teacher's Voluntary Monetary Support.

✓ **Mentoring & Counselling:**

Holistic Development and Emotional Well-being of Students are taken care of through a well-placed Mentoring Program and College Counsellor.

✓ **Remedial Coaching:**

To ensure that the slow learners are brought in the main stream, need-based remedial coaching is provided.

✓ **Cultural & Literary Activities:**

To nurture and nourish the talent in performing arts, music, theatre, and other creative enterprises, the campus is kept buzzing with activities.

✓ **Environment Consciousness:**

The religious bent of the local community emphasizes the role of nature in their day-to-day lives. Keeping this in mind, IQAC promotes and strengthens environment conscious activities.

✓ **Gender Sensitization & Women Empowerment:**

IQAC has zero tolerance towards gender discrimination and through "Saheli" empowerment is carried out and preference is given to girl child in majority of programs.

✓ **Anti-Ragging:**

IQAC strives to ensure that the culture of respect is preserved and the campus remains ragging-free through vigilant Anti-Ragging Committee and Squad.

✓ **Feedback:**

Feedback provides means of assessment and improvement and as such IQAC directs Feedback Committee to obtain, and evaluate feedback from all stakeholders.

✓ **AQAR:**

The IQAC through pain-staking efforts and regular discussions and deliberations prepares the AQAR for submission to concerned authorities.

✓ **ATR:**

Actions without results mean nothing. Hence, ATR is prepared to gauge the effective implementation of programs and policies under the guidance of IQAC.





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AoB

Dr. Nadaf informed that IQAC was instrumental in following noteworthy contributions during 2015-16.

- College received grants worth Rs. 14, 23, 521 to organize various activities and developmental work
- 10 Publication of research papers by faculty members
- Organization of 6 field trips by Department of Geography
- Introduction of 16 Certificate courses of which 6 were conducted of which 4 were value added Courses with 259 beneficiaries
- IN the library 633 new books worth Rs. 1,40, 548 were added along with N-LIST
- 1 Minor Research Project Rs. 1,25,000 sanctioned in 2012 was submitted to UGC MRP
- 7 Intellectual Property Rights (IPR) and Industry-Academia Innovative practices related Workshops/Seminars were conducted
- Our NSS and other Departments have conducted 15 extension and outreach programmes which has benefited 1382 students (beneficiaries).
- 2 professional development programmes were organized
- Department of Commerce conducted Internship Programme for TYBCom student with HDFC Bank and Goa State Co-Operative Bank Nagarcem-Canacona Branch in which 56 students participated.
- Our TYBA/BCom students successfully completed 28 Project Reports
- College conducted 3 activities under linkages
- Different Departments organized 2 Workshops, 2 Seminars, 4 Guest lectures, 2 Celebrations, 1 Rally, 1 Exhibition, and Competition
- Dr. Nadaf informed that he received a Best Geography Teacher Award from Deccan Geographical Society of India.

Ms. Supriya Gaonkar appreciated the work done by the teachers. All members congratulated the Principal, Staff and Students for putting up a wonderful performance.

The Chairperson informed that College is planning to start online admission from coming academic year.

Chairperson informed IQAC that our College conducted 6 field trips out of State. Department of Commerce conducted one-month Internship Programme for TYBCom student in Goa State Cooperative and and HDFC Bank Ltd.



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It was informed that LCDs will be installed in all the classrooms in the new building shortly 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 improved soon.

Chairperson informed that the College is also planning to hold convocation function for graduates.

Dr. Nadaf brought to the notice of the house that our Industry Representative and other members were finding it difficult to attend the meetings. Hence, members authorized the Principal to replace the members.

Meeting went on from 9.00 a.m. to 4.30 p.m with working lunch. The meeting ended with the vote of thanks from the Coordinator Dr. Jagmohan Singh.

Dr F. M. Nadaf
Chairperson and Principal



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Action Taken Report in respect of the recommendation of Second IQAC meeting held on 9/05/2016

Sl. No	Items/Recommendations	Action Marked
1.	Preparation of AQAR for 2015-16	Concerned Criteria In-Charges
2	Feedback Report Analysis	Mrs. Pramada Dessai
3	Corrective and Appreciative Measures based on Feedback Analysis	Mrs. Tanuja Fal Dessai
4	Installation of LCD Projector	Mr. Rajesh Gaonkar, LDC
5	Staffroom improvement	Mr. Ramdas Sawant
6	Replacement of IQAC members	Principal


Dr. F. M. Nadaf
Officiating Principal



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