



Dnyan Prabodhini Mandal's SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College

Delem, Canacona-Goa 403702



India Today Ranking
115 (Arts) 150 (Commerce)

1993
E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

INTERNAL QUALITY ASSURANCE CELL

Details of IQAC Meetings for the year 2020-21

| Sr. No. | Name of the Meeting | Date of Meeting | Action Taken Report (ATR) | Page Nos. |
|---------|--|-----------------|---------------------------|-----------|
| 1 | IQAC Executive meet -1 | 4-06-2020 | Yes (Pg. 6) | 1-6 |
| 2 | IQAC Meet- Teaching Staff-1 | 8-06-2020 | Yes (Pg.13) | 7-13 |
| 3 | IQAC & Alumni Meet -1 | 28-06-2020 | Yes (Pg.15) | 14-17 |
| 4 | IQAC & Student meet -1 | 6-09-2020 | No | 18-21 |
| 5 | IQAC Executive Meet – Internal IQAC members NAAC Criterion in charges -2 | 8-10-2020 | Yes (Pg.28) | 22-28 |
| 6 | IQAC & Office Staff Meet 1 | 20-11-2020 | No | 29-31 |
| 7 | IQAC & PTA Meet | 16-12-2020 | No | 32-35 |
| 8 | IQAC & Alumni Meet -2 | 2-05-2021 | Yes (Pg. 39) | 36-39 |
| 9 | IQAC & Teaching Staff -2 | 09-06-2021 | Yes (Pg.44) | 40-44 |
| 10 | IQAC Executive Meet -3 | 14-06-2021 | Yes (Pg.52 & Pg. 53) | 45-53 |
| 11 | IQAC & Office Staff -2 | 6-07-2021 | Yes (Pg. 57) | 54-57 |

Annexure : All Notices and Minutes (1) to (11) with ATR



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Date: 01/06/2020

NOTICE

A meeting of the IQAC Executive Members with NAAC Criterion In-Charges is scheduled on 04/06/2020 at 11:30 am in the College Auditorium to discuss the following agenda:

Agenda:

- 1) Confirmation of minutes of the last meeting
- 2) Academic Calendar for 2020-21
- 3) In house E content Development.
- 4) Planning of Departmental activities
- 5) Panchayat Survey
- 6) Exams for the Academic year 2019-20
- 7) Admissions for the Academic Year 2020-21
- 8) AOB

All IQAC Executive Members are requested to attend the Meeting.


Dr. Rupa Chari
IQAC Coordinator




Prof. (Dr.) Manoj S. Kamat
Principal



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Following Members attended IQAC Executive Body Meeting on 04/06/2020 at 11:30 a.m. in the College Auditorium.

| Sl. No | Names of the members attended | Designation |
|--------|-------------------------------|---------------------|
| 1 | Prof. Manoj S. Kamat | Principal |
| 2 | Prof. F.M.Nadaf | Vice- Principal |
| 3 | Shri. Manjunath Desai | Secretary, DPM |
| 4 | Dr. Rupa Chari | IQAC Coordinator |
| 5 | Mr. Vividh Pawaskar | NAAC Co-coordinator |
| 6 | Shri. Ramdas Sawant | Head Clerk |
| 7 | Dr. Jagmohan Singh | IQAC member |
| 8 | Dr. C.P. Hiremath | IQAC member |
| 9 | Mr. SavioLeitao | IQAC member |
| 10 | Dr. GeetaWalvekar | IQAC member |
| 11 | Mr. Sandesh Sawant | IQAC member |
| 12 | Ms. Divya Sawant | IQAC member |
| 13 | CAShrinivas Prabhu | Alumni |

Mr. Mario Fernandes- Industrialist, Mrs. Savita Tawadkar-Employer, Mr.AbelBarretto-Nominee from Local Society,Mrs. Indira Pai-Kudalkar- Alumni, sought leave of absence telephonically due to Covid 19 Pandemic. Dr. Arvind Haldankar Sr.Faculty not attended meeting as he joined the Goa University as a Associate Professor. Meeting conducted by strictly following Covid-19 SOP.





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Minutes of IQAC Executive Body Meeting on 04/06/2020 at 11:30 a.m. in College Auditorium.

| | | |
|------------------------|---|-----------------------|
| Date : 4/06/2020 | Meeting Time : 11:30 a.m. | Location : auditorium |
| Meeting called by | Principal Dr. Manoj S. Kamat | |
| Types of Meeting | First Executive IQAC Meeting | |
| Facilitator Name | IQAC Executive Committee Members | |
| Note Taker | IQAC Coordinator : Dr. Rupa Chari | |
| Time Keeper Name | Dr. Rupa Chari | |
| Attendance | List is enclosed | |
| Agenda Topic No. 1 | Welcome and Confirmation of minutes of the last meeting | |
| Time Allotted : 10 Min | Presenter : Dr. Manoj S. Kamat | |
| | Principal Dr. Manoj S. Kamat welcomed all IQAC Executive Members and Criterion Incharges present for the meeting. He asked all the members to take precautions for safety against Covid 19. He also informed all the members that in order to maintain hygiene in the premises, housekeeping staff are asked to clean the premises thrice daily. Principal asked Dr. Rupa Chari, IQAC coordinator to read the minutes of the last meeting. After discussion, minutes were confirmed. | |
| Agenda Topic No.2 | Academic Calendar for 2020-21 | |
| | Presenter: Dr. Manoj S. Kamat | |
| | Due to Covid -19 lockdown, our previous academic year could not complete and we are not yet confirm about the beginning of next academic year. Principal asked IQA Coordinator to prepare Academic calendar for the next academic year 2020-21 after college receives the calendar from Goa University. | |
| Agenda Topic No.3 | In house E content Development. | |
| | Presenter: Dr. Manoj S. Kamat | |
| | Principal informed that due to Covid Pandemic, when | |





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| | College will start on offline mode, we have no idea. So, to prepare for online mode teaching learning process let us start E-content development at college level. All members agreed for the same. |
| Agenda Topic No.4 | Planning the Departmental activities |
| Time Allotted : 15Min | Presenter : IQAC coordinator |
| | <ul style="list-style-type: none"> Departmental activities play an important role in teaching Learning process. Therefore, it is decided to ask all the Departmental Heads to plan the activities of their departments and submit the proposal to IQAC for the permission. IQAC Co-Coordinator is instructed to take the activity proposals from all the Departments and then decide the final activities to be conducted for the academic year. |
| Agenda No. 5 | Panchayat Survey |
| Time Allotted : 20 Min | Presenter: Prof. Manoj S. Kamat-Principal |
| | <p>Panchayat Survey should be conducted as per the order received from the Government of India. Accordingly, it is decided to allot duties to the Staff Members Panchayat wise. The order was as below.</p> <ol style="list-style-type: none"> 1) Cola – Dr. Rupa Chari 2) Agonda- Dr. Hiremath 3) Shristhal – Dr. GeetaWalvekar 4) Gaondongri- Mr. Sandesh Sawant 5) Painguin – Mrs. Kshama Desai 6) Loliem-Polem Mr. SavioLeitao 7) Cotigao-Ms. DomitelD'souza |
| Agenda Topic No.6 | Exams for the Academic year 2019-20 |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat-Principal |
| | Principal Informed summary of the Principal Forum meeting to all the Members. Accordingly, due to Covid 19 Pandemic, there will be no Semester End Exams for F.Y. and S.Y students and T.Y. Exams will be on online mode to be conducted at college level. |
| Agenda Topic No. 7 | Admissions for the Academic year 2020-2021 |
| Time Allotted : 10 Min | Presenter : Principal Prof. Manoj S. Kamat |
| | Principal informed to all the members that, from this year onwards there will be Centralized Online |



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| | <p>Admissions by Directorate of Higher Education. DHE Admission portal will be open as soon as 12th Standard result is declared. There will be three rounds students will get admission based on their merit.</p> |
| Agenda Topic No. 8 | AOB with the permission of Chair. |
| | <ul style="list-style-type: none"> • CA Shrinivas Prabhu Alumni said, developing leadership qualities among students is very important. He also said we have to motivate and bring up more Chartered Accountants in Canacona and for the guidance, he showed his willingness to take few sessions as and when students are interested. He also asked to give his contact number to interested students for any type information regarding C.A. Principal Dr. Manoj S. Kamat appreciated his views. • Principal asked Head Clerk of the college to do all the procedure for conducting AAA • Discussion is also held on Participation for NIRF, EW and AISHE • IQAC Executive Committee Members Meeting came to an end at 12:45 p.m. with vote of thanks by IQAC coordinator. |


Dr. Rupa Chari
IQAC Co-ordinator.


Prof. (Dr.) Manoj S. Kamat
Principal





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Action Taken Report of the IQAC Executive Meeting held on 04/06/2020

| Sr. No | Points of Action | Action To Be Taken | Responsibility |
|--------|-----------------------------------|---------------------------------------|----------------------|
| 1 | Academic Calendar | To prepare | IQAC Coordinator |
| 2 | Planning of Departmental activity | To plan and organize the activities | Departmental Head |
| 3 | Panchayat Survey | To conduct Survey | Staff members |
| 4 | In house E- Content Resources | To Prepare | All subject teachers |
| 5 | Sanitizing Premises | To sanitize full premises twice daily | House keeping staff |

Dr. Rupa Chari
IQAC Co-ordinator.



Prof. (Dr.) Manoj S. Kamat
Principal



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Date: 05/06/2020


NOTICE

IQAC meeting with Teaching staff is scheduled on 08/06/2020 at 11:30 am. in the College Auditorium to discuss the following agenda :


Agenda:

- 1) Welcome and confirmation of last meeting
- 2) Preparation of Academic Calendar 2020-21
- 3) Planning of Departmental activities
- 4) Panchayat Survey
- 5) Exams for the Academic year 2019-20
- 6) Admissions for the Academic Year 2020-21
- 7) In house E-content Development
- 8) AoB

All Teaching staff members are requested to attend the Meeting.


Dr. Rupa Chari
IQAC Coordinator




Prof. Manoj S. Kamat
Principal



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Following Teaching Staff Members attended IQAC Meeting on 08/06/2020 at 11:30 a.m. in the College Auditorium.

| | |
|--------------------------------|---------------------|
| 1. Prof. Manoj S. Kamat | Principal |
| 2. Prof. F.M.Nadaf | Vice – Principal |
| 3. Dr. Rupa Chari | IQAC coordinator |
| 4. Mr. Sandesh Savant | Staff Secretary |
| 5. Dr. Jagmohan Singh | Teaching Staff |
| 6. Dr. C.P. Hiremath | Teaching Staff |
| 7. Dr. Sucheta Naik | Teaching Staff |
| 8. Shri Savio Leitao | Director of Phy.Edu |
| 9. Ms. Darshana Pagi | Teaching Staff |
| 10. Shri Vividh Pawaskar | Teaching Staff |
| 11. Mr. R.B. Sawant | Head Clerk |
| 12. Mr. Keval Naik | Teaching Staff |
| 13. Ms. Domitel D'Souza | Teaching Staff |
| 14. Ms. Anisha Sawant | Teaching Staff |
| 15. Ms. Yogeeta Lopes | Teaching Staff |
| 16. Dr. Rupa Chari | Teaching Staff |
| 17. Ms. Radhika Naik | Teaching Staff |
| 18. Mrs. Tanuja Fal Desai | Teaching Staff |
| 19. Ms. Prajyoti Sawant Dessai | Teaching Staff |
| 20. Ms. Deepti Fal Desai | Teaching Staff |
| 21. Mr. Jayesh P. Gaonkar | Teaching Staff |
| 22. Ms. Anisha D. S. Desai | Teaching Staff |
| 23. Mr. Ashvek Shanbhag | Teaching Staff |
| 24. Mr. Anand Velip | Teaching Staff |
| 25. Mrs. Kshama Desai | Teaching Staff |
| 26. Mrs. Sneha Naik | Teaching Staff |
| 27. Mrs. Geeta Walvekar | Teaching Staff |
| 28. Mrs. Padmavati Tubahi | Teaching Staff |
| 29. Ms. Karishma Parsekar | Teaching Staff |
| 30. Dr. Mithil Phal Desai | Teaching Staff |
| 31. Ms. Divya Sawant | College Librarian |
| 32. Dr. Nisha Kevat | Teaching Staff |
| 33. Mr. Deepak Bowalkar | Teaching Staff |
| 34. Ms. Snehal Naik | Teaching Staff |
| 35. Ms. Vaishali Gonkar | Teaching Staff |





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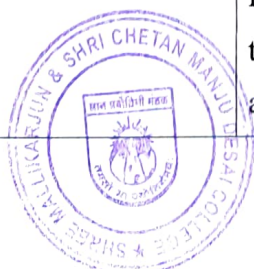
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Minutes of IQAC Meeting on 08/06/2020 at 11:30 a.m. in College Auditorium.

| | | |
|------------------------|---|-----------------------|
| Date: 8/06/2020 | Meeting Time : 11:30 a.m. | Location : auditorium |
| Meeting called by | Principal Prof. Manoj S. Kamat | |
| Types of Meeting | IQAC Meeting with Teaching Staff | |
| Facilitator Name | Teaching Staff | |
| Note Taker | Dr. Rupa Chari –IQAC Coordinator | |
| Time Keeper Name | Staff Secretary- Mr. Sandesh Sawant | |
| Attendance | List is enclosed | |
| Agenda Topic No. 1 | Welcome by Principal | |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat | |
| | <p>Principal Prof. Manoj S. Kamat welcomed all the Teaching Staff Members present for the meeting. He asked all the members to take precautions for safety against Covid 19. He informed to staff members that he has instructed to house keeping staff to sanitize Office Staffroom, and Library twice daily. He advised staff members to check temperature while entering the premises. If any staff members suffer from cold or fever, they are instructed to inform the office immediately and stay back at home for further precaution.</p> <p>Meeting of the last meeting was read and confirmed.</p> | |
| Agenda Topic No.2 | Preparation of Academic Calendar 2020-21 | |
| Time Allotted : 15Min | <p>Due to Covid -19 lockdown, our previous academic year could not complete and we are not yet confirm about the beginning of next academic year. Principal asked IQAC coordinator to prepare Academic calendar for the next academic year 2020-21 after college receives the</p> | |





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| | calendar from Goa University. |
| Agenda Topic No.3 | To plan the Departmental activities |
| Time Allotted : 15Min | Presenter : Vice Principal Dr. F. M. Nadaf |
| | <ul style="list-style-type: none"> • Departmental activities play an important role in teaching Learning process. Therefore, it is decided to ask all the Departmental Heads to plan the activities of their Departments and submit the proposal to IQAC for the permission. • Prof. F.M.Nadaf, Vice Principal of the college informed to focus on following areas while planning the activities. • Intellectual Property Rights. • Environment Consciousness. • Indigenous Tribes (Kunbi, Velip Samaj) • Sustainable Development Goals. • Gender Issues,Health • Nation Building programmes. • Extension activities • Principal instructed to all the Departments to have one Webinar on Career Guidance. • Principal further asked to IQAC Co-Coordinator to take the activity proposals from all the Departments and then decide the final activities to be conducted for the academic year 2020-21. |
| Agenda Topic No. 4 | Panchayat Survey |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat-Principal |
| | <p>According to the Instructions of Government of Goa, our college is conducting Panchayat Survey. Teaching staff are grouped into 7 groups and each group is given one Panchayat. They should submit their survey report to Directorate of Higher Education latest by 14th August 2020</p> <p>Duties are allotted as Below:</p> <ol style="list-style-type: none"> 8) Cola – Dr. Rupa Chari 9) Agonda- Dr. Hiremath 10) Shristhal – Dr. GeetaWalvekar 11) Gaondongri- Mr. Sandesh Sawant 12) Painguin – Mrs. Kshama Desai 13) Loliem-Polem Mr. SavioLeitao 7)Cotigao-Ms. DomitelD'souza |





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|---------------------------|--|
| Agenda Topic No. 5 | Exams for the Academic year 2019-20 |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat-Principal |
| | Due to Covid 19 Pandemic, there will be no Semester End Exams for F.Y. and S.Y students and T.Y. Exams will be on online mode. It was instructed to Staff Members to set question papers for TYBA/BCOM/BSC for 30 marks which may be conducted in the month of July. Details regarding setting online question paper for final year students, Principal asked to follow University circular careully. |
| Agenda Topic No. 6 | Admissions for the Academic year 2020-2021 |
| Time Allotted : 10 Min | Presenter : Principal Prof. Manoj S. Kamat |
| | Principal informed to all the members that, from this year onwards there will be Centralized Online Admissions by Directorate of Higher Education. DHE Admission portal will be open as soon as 12 th Standard result is declared. There will be three rounds. Students will get admission based on their merit and reservation. |
| Agenda Topic No.7 | In house E Content Development |
| Time Allotted : 10 Min | Principal informed that due to Covid 19 Pandemic, odd semester will commence online mode. To prepare for online mode teaching, Principal instructed all staff members to get ready by doing Videos, PPTs, Unit wise soft materials and so on .After discussion it is decided to have minimum six videos for each unit each subject. It is also decided to complete by 31st July two units of each subject.All members agreed for the same. |





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| Agenda Topic No. 8 | AOB with the permission of Chair. |
|--------------------|---|
| | <ul style="list-style-type: none"> Parents and alumni are important stakeholders in the teaching learning process. Hence to get connected with these stake holders it was decided to hold meeting of PTA and Alumni. IQAC Staff Members Meeting came to an end at 12:15 p.m. with vote of thanks by IQAC coordinator. |

Dr. Rupa Chari**IQAC Co-ordinator.**
Prof. Manoj S. Kamat**Principal**



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Action Taken Report of the IQAC Executive Meeting held on 08/06/2020

| Sr. No | Points of Action | Action To Be Taken | Responsibility |
|--------|-----------------------------------|--|----------------------|
| 1 | Academic Calendar | To prepare | IQAC Coordinator |
| 2 | Exams | To Conduct Online Exam and project viva voce | Staff members |
| 3 | Planning of Departmental activity | To plan the activities for the department | Departmental Head |
| 4 | Panchayat Survey | To conduct | Staff members |
| 5 | E-Content Resources | To develop E resources | All subject teachers |
| 6 | Alumni Meeting | To conduct | Mr. Savio Leitao |
| 7 | Parents Teachers meeting | To Conduct | Dr. Rupa Chari |


Dr. Rupa Chari
IQAC Co-ordinator.




Prof. Manoj S. Kamat
Principal

DPM's

Shree Mallikarjun College

Delem ,Canacona -Goa

Meeting of NIRDHAR Alumni Association

Date: 28th June 2020

Time : 10 am

Venue: Seminar Hall

Agenda

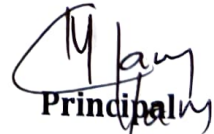
1. Introduction by the compere Dr Mrs Rupa Chari
2. Welcome by Ex student's Chairperson Mrs Indira Pai
3. Introduction of the teachers
4. Introduction of Ex-students
5. Address by Principal
6. Report and reading of previous minutes
7. Registration of Alumni Association to be completed tomorrow.
8. Approval of final draft and final touches to it.
9. Student participation and activities during Covid lockdown.
10. AOB
11. Vote of thanks by Secretary Mr Savio Leitao



**Alumni
In charge**



**IQAC
Co-ordinator**



Principal

DIRECTOR PHY. EDU & SPORTS
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Action to be taken Report of Alumni Meeting held on : 28/06/2020

| Sn | Points of Action | Action to be taken | Responsibility | Remark |
|----|---|--|-----------------------------------|---|
| 1 | Bye Laws draft final Presentation and approval | Draft bye laws presented and approve. | Mr Savio Leitao | Draft prepared and approved |
| 2 | Registering of Alumni Association formalities | Preparing the Registration file and documents | Mr Savio Leitao | Registration Formalities completed |
| 3 | Executive Committee formation | Tentative students shortlisting | IQAC coordinator Dr Rupa Chari | Executive committee formed |
| 4 | Planning Activities for the year | Ex Students programme and interaction | Mrs Indira Pai | Outing |
| 5 | Involving students in college matters | Mobilizing students | Dr F.M.Nadaf | Talks in college |
| 6 | Getting Ex students information | Create Database students | Mr Vividh Pawaskar | New students added in data bank. |
| 7 | Webinars to be conducted for Ex students online | Conduct Webinars and share link to Alumni groups | Mr Vividh Pawaskar. | Webinars on career guidance and counseling for Alumni |
| 8 | Covid work | Involving students in Covid work | All Teachers | Survey work |

Submitted by

Secretary

Mr Savio Leitao



DIRECTOR PHY. EDU & SPORTS

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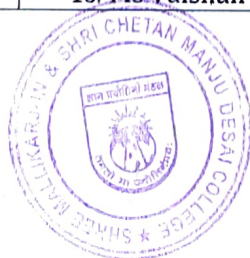
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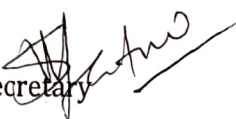
Delem-Canacona, Goa 403702

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|------------------------------|---|-------------------------|
| Date : 28/06/2020 | Meeting Time : 10:00 a.m. | Location : Seminar Hall |
| Meeting called by | NIRDHAR Alumni Association of College And IQAC . | |
| Types of Meeting | Second Bi - Annual Meeting of the Alumni Association . | |
| Facilitator Name | ALUMNI Committee Members | |
| Note Taker | ALUMNI Secretary : Mr Savio Leitao | |
| Time Keeper Name | Mr Savio Leitao | |
| Attendance | List is enclosed | |
| Welcome Address | Principal Dr. Manoj S. Kamat welcomed all present | |
| Time Allotted : 10 Min | Presenter : Dr. Manoj S. Kamat | |
| Agenda Topic No. 1 | Report of the Minutes and Activities by Secretary Mr Savio Leitao | |
| Time Allotted : 15 Min | Mr Savio Leitao | |
| Agenda Topic No. 2 | Final confirmation and approval of Alumni Registration Documents and Bye-Laws. | |
| Time Allotted : 15 Min | Chairperson : Mrs Indira Pai Briefed about the importance of Registering the Association under Societies Act . Discussion on various Bye-Laws | |
| Agenda Topic No. 3 | Activity for members Activity that could be organized during lockdown or after .Fit India ,Covid service and village survey. | |
| Time Allotted 15 Min | AOB . | |
| Vote of thanks | Dr. Rupa Chari : IQAC Coordinator | |
| List of the Members attended | <ol style="list-style-type: none"> 1. Ms Deepti Faldessai 2. Mr Bhanudas Gaonkar 3. Mrs Pranita Gaonkar 4. Mr Brijesh M Pagi 5. Ms Anjana Andakar 6. Mr Utkarsh Pagi 7. Ms Shibani Pagi 8. Mr Ashvek Shanbhag 9. Ms Nishigandha Naik Gaonkar 10. Mrs Gaurisha Phal Dessai 11. Ms Dikksha Naik Desai 12. Ms Melissa Fernandes 13. Mr Jayesh Gaonkar 14. Mr Pankaj Velip 15. Ms Almas Shaikh 16. Mr Rohit Pagi 17. Mr Anand Velip 18. Ms.Vaishali Gaonkar | |



| | |
|--|--|
| | 19. Ms Rhea Correia 20. Ms Manisha Pagi 21. Mr Regan Pagi 22. Mrs Indira Pai 23. Mr Mayur Naik Gaonkar 24. Mr Pralesh Gaonkar 25. Mr Kalpesh Padti 26. Miss Chetali Bhandari 27. Mr Aviram Kakodkar 28. Mr Ketan Naik Gaonkar 29. Mr Agraj Desai |
|--|--|

Submitted by

Secretary 

Mr Savio Leitao.



DIRECTOR PHY. EDU & SPORTS
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
&
Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702





NOTICE

All F.Y. B.A, B.Com and B. Sc. students are hereby informed that there will be SWAGAT (welcome) meeting on 6th Sept. 2020 in online mode to discuss following agenda.

1. Wel Come by Principal to newly admitted students.
2. Introduction of Subject Teachers.
3. Online classes/Time table
4. Mentoring, Counselling
5. Intra Semester Exams
6. Semester End Examination
7. College Discipline
8. Attendance
9. Activities for the academic year
10. AOB

All students are requested to attend the same in following order.

F.Y. B. A. ----- 6/09/2020 9.30 am

F. Y. B. Com----- 6/09/2020 11.30am

F. Y. B. Sc.----- 6/09/2020 11.30am

Dr. Rupa Chari

IQAC Co-ordinator

Prof. Manoj S. Kamat

Principal





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Minutes of Swagat Meeting held on 6/09/2020 with newly admitted F.Y. Students

| | | |
|---------------------------|--|--------|
| Date : 6/09/2020 | Meeting Time : 9.30 a.m. 11:30 a.m. | Online |
| Meeting called by | Principal Dr. Manoj S. Kamat | |
| Types of Meeting | FY Students Meeting | |
| Facilitator Name | All newly admitted Students | |
| Attendance | Attached | |
| Agenda Topic No. 1 | Welcome Speech | |
| Time Allotted : 20 Min | Presenter : Principal Dr. Manoj S. Kamat | |
| | Principal Dr. Manoj S. Kamat welcomed all newly admitted students and suggested to take safety precautions against Covid 19. | |
| | Sir, informed students due to Covid 19 this year academic year will begin on online mode, if by December Pandemic is under control, second semester will begin in offline mode. Then, all teachers are introduced to students as per the subjects taught by them. | |
| | Principal explained in detail following to the students: | |
| | <ol style="list-style-type: none"> 1) CBCS Syllabus 2) Online classes/Time table 3) Attendance 4) Scholarship 5) PTA 6) Canteen Facility 7) Certificate Courses 8) Identity Card 9) Subject wise WhatsApp Group | |
| Agenda Topic No.2 | Mentoring/ Counselling | |
| Time Allotted : 5Min | Ms. Domitel D'souza | |
| | Mentoring coordinator explained the importance of mentoring and how it is helpful to the student for overall personality of student. She also spoke | |





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| | |
|--------------------------|--|
| | on availabilities of counselling facilities in the college. |
| Agenda Topic No.3 | Intra semester exam/ SEE |
| | Committee In charges Dr. Geeta Walvekar first told them what is ISA and SEE and the tentative date of Online ISA. |
| Agenda Topic No.4 | College Discipline/Attendance |
| | Vice Principal Prof. F. M.Nadaf, addressed students and furnished information regarding subject offered by the institution and told about different scholarship can be availed by students. He spoke on the discipline expected from the students. He also informed students the minimum attendance to be completed by the students to become eligible for the SEE. |
| Agenda Topic No.5 | Activities for the academic year |
| | Dr. Sucheta Naik gave general information regarding Do's and Don'ts to be followed in the institutions during Covid time and other normal time. She explained in brief the various webinar, quiz and other competitions which college is going to organize for the benefit of students on online mode. Students are requested to participate in those activities and take the benefit. |
| Agenda Topic No.6 | Sports, NSS, NCC |
| | Mr. Savior Leitao, Mr. Anand Velip and Lt. Karishma Parsekar explained the importance of sports, NSS and NCC and requested students to enroll the activities as per their choice. |



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| Agenda Topic No. 7 | Library |
| | College Librarian briefly oriented students about the library procedure and how to open the library account and issue books. |
| Agenda Topic No. 8 | AoB |
| | In AOB, some of the queries of students answered by Vice Principal, IQAC co-ordinator and other teachers and concluded the Meeting with Vote of Thanks. |


Dr. Sucheta Naik
IQAC Coordinator




Prof. Manoj S. Kamat
Principal



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Date: 03/10/2020

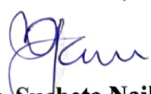
NOTICE

A meeting of the IQAC Internal Members with NAAC criterion in charges is scheduled on 8/10/2020 at 11:30 am. in Seminar Hall to discuss the following agenda.


Agenda:

1. Confirmation of the minutes of the last meeting.
2. Dishtao- E content Development by DHE
3. IQAC Quality Initiative during 2020-21
4. Planning of Activities for the academic year 2020-21
5. Preparation and submission of AQAR 2019-20
6. Best practices for the academic year 2019-20
7. Faculty Development Programme
8. Viewpoint- College Research Journal and Gangotri- College Annual Magazine
9. Result Analysis
10. AOB

All IQAC Internal members and Criterion In charges are informed to attend the Meeting.


Dr. Sucheta Naik
IQAC Coordinator




Prof. Manoj S. Kamat
Principal



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**List of members attended IQAC Internal Members with NAAC criterion Incharges
 meeting held on 8th October 2020**

| Sl. | Members attended | Designation |
|-----|------------------------|----------------------|
| 1 | Prof. Manoj S. Kamat | Principal |
| 2 | Prof. F. M. Nadaf | Vice- Principal |
| 3 | Shri. Manjunath Desai | Secretary, DPM |
| 4 | Dr. Sucheta Naik | IQAC Coordinator |
| 4 | Dr. Rupa Chari | NAAC, Coordinator |
| 5 | Mr. Vividh Pawaskar | NAAC, Co-coordinator |
| 6 | Shri. Ramdas Sawant | Head Clerk |
| 7 | Mrs. Kshama Desai | Criterion Incharge 1 |
| 8 | Dr. C.P. Hiremath | Criterion Incharge 2 |
| 9 | Dr. Purnanand Chari | Criterion Incharge 3 |
| 10 | Mrs. Padmavati Tubachi | Criterion Incharge 4 |
| 11 | Dr. Geeta Walvekar | Criterion Incharge 5 |
| 12 | Ms. Domitel D'souza | Criterion Incharge 6 |
| 13 | Mr. Sandesh Sawant | Criterion Incharge 7 |
| 14 | Ms. Divya Sawant | HOD Chemistry |
| 15 | Mr Deepak Bowalkar | Teaching Staff |
| 16 | Mr. Savio Leitao | Sports Director |
| 17 | Dr. Mithil Fal desai | Teaching Staff |





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Minutes of IQAC Executive meeting with IQAC Internal members and NAAC Criterion in charges .

| | | |
|---|---|--------------------------------|
| Date : 8th October 2020 | Meeting Time : 11:30 a.m. | Location : Seminar Hall |
| Meeting called by | Principal Prof. Manoj S. Kamat | |
| Types of Meeting | IQAC Meeting. | |
| Facilitator Name | NAAC Steering Committee, Criterion Incharges and Internal Members of IQAC. | |
| Note Taker | IQAC Co-ordinator | |
| Time Keeper Name | IQAC Co-ordinator | |
| Attendance | IQAC internal Members, NAAC criterion Incharges and Teaching staff | |
| Agenda No. 1 | Confirmation of the Last Minutes | |
| Time Allotted : 5 Min | <p>To begin with the meeting, Principal informed to all the members that, Dr. Arvind Haldankar Associate Professor in Sociology and NAAC Co-ordinator, joined Goa University as Associate Professor, and Superannuation of Dr. Jagmohan Singh from August 2020, College reconstituted the NAAC Steering Committee and Names are:</p> <p>Dr. Rupa Chari -NAAC Coordinator Mr. Vividh Pawaskar, NAAC co-coordinator. Dr. Geeta Walvekar- Examination Chair person. Dr. Sucheta Naik -IQAC Coordinator.</p> <p>Principal Congratulated all the Coordinators and welcomed all the members who were present for the meeting.</p> <p>Minutes of the last meeting was read and after discussion it is confirmed.</p> | |
| Agenda No. 2 | Dishtao -E content Development of DHE | |
| Time allotted: 5 minutes | Presenter: Principal | |
| | Principal brought to the knowledge of Committee members that Directorate of Higher Education has started a new initiative Dishtao in which Subject-wise videos will be prepared and uploaded on the Higher education portal for the benefit of students for online teaching learning. He requested to all the teachers to participate and co-operate in Dishtao Programme . | |
| Agenda No. 3 | Finalization of IQAC Initiative 2020-21 | |
| Time allotted:30 minutes | Principal, Vice principal & IQAC coordinator | |
| | Principal Prof. Manoj Kamat explained to the IQAC Executive Body about the Importance of Quality initiatives for the Quality Enhancement in the College for Academic and Administrative purpose. After the | |





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| | <p>discussion, following quality initiatives were proposed for implementation during the Academic Year 2020-21:</p> <ol style="list-style-type: none"> 1. In House Online Teaching Content Development by Teaching Staff. 2. Community Awareness Drives related to COVID 3. MOU with Industry body 4. Certificate courses relevant to the industry need. 5. Departmental webinars on "Sustainable Development Goals linking to Education". 6. On field involvement of staff in community outreach for Covid-19. 7. Conduct of National/International conferences with Publication. 8. Green Initiatives 9. Institutionalization of Practices undertaken by Science Stream 10. Proactive involvement in E learning Initiative Project of Directorate of Higher Education 11. Promotion of Community outreach Programme/Extension activities (Panchayat Survey & its Documentation) 12. Career Guidance to the students of all streams of college and Higher Secondary School students as a part of extension activity. 13. ICT Based Reporting 14. Continuation of Library Audit & AAA 15. Participation in NIRF & EW India Ranking |
| Agenda No. 4 | Departmental Activities for year 2020-21 |
| Time allotted: 20 minutes. | Presenter : IQAC coordinator |
| | <p>IQAC coordinator, briefly explained the procedure of NAAC under second Cycle. Then gave the list of the activities which we are planning to conduct for the present academic year keeping in mind the Covid 19-pandemic. The list is as below:</p> <ul style="list-style-type: none"> • International conferences with Publications • Certificate courses • Faculty Development Programmes • Webinar on Career opportunities to all streams • Programmes on gender issues, Environmental issues, Mental Health • Extension activities. • In-house research Publication-Viewpoint • News letters of all the departments • Activities under Functional MoU's • Celebration of All National Importance Days |



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| | IQAC co-ordinator asked to consider UNESCO Sustainable Development Goals theme to all the staff members, while conducting webinar/seminar/activities in the college. |
| Agenda No.5 | Submission of AQAR -2019-20 |
| Time Allotted : 10 Min | Vice Principal Prof. F.M. Nadaf informed that the last date to fill AQAR 2019-20 is on 31 st December 2020. He said some data submitted by NAAC criterion In charges are incomplete and some data is not matching with the available figure. So, all Criterion in charges are requested to collect the required data on priority basis along with documentation and submit the same by 20 th October 2020, so as to submit AQAR 2019-20 on time. |
| Agenda No. 6 | Best Practices. |
| Time Allotted : 20 Min | Presenter : IQAC coordinator |
| | IQAC coordinator informed that as a part of NAAC requirement we have to identify two best practices undertaken by the college to Take in AQAR. Hence, after discussion, it was decided to implement following as Best Practices for AQAR 2019-20. 1. Industry-Academia Linkage: A step towards Collaborative Learning 2. Introducing the Past to the Present, and be ready for the Future |
| Agenda No. 7 | Faculty Development Programme |
| | IQAC decided to organize 4 Faculty Development Programme for teachers and 2 for the Administrative Staff. |
| Agenda No.8 | Viewpoint- College Research Journal, Newsletters of all Department and Gangotri- College Annual Magazine |
| | Principal informed that to maintain research culture in the college, we are continuing with the Research journal Viewpoint . Responsibility of preparing this years viewpoint is given to Ms. Ulka Kalekar, Asst. prof. in Hindi To bring up Annual College Magazine – Gangotri responsibility is given to Dr. Geeta Walvekar and Mr. Deepak Bowalkar. Principal also informed to Science Staff to bring |





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| | <p>Viewpoint for Science. Responsibility is given to Dr. Mithil Phal Desai, Asst Prof. Chemistry. Sir asked to publish departmental Newsletters like every year.</p> |
| Agenda No.9 | Result Analysis |
| | Principal Presented result analysis of the academic year 2019-2020 |
| Agenda No. 10 | AOB |
| | <ul style="list-style-type: none"> Principal instructed to all teaching staff to maintain systematic record of Online teaching in the form of Google meet, Google classroom and G suite. Therefore, all the records necessary for AAA will be with us systematically. At the end Principal requested all to work sincerely towards college mission and students welfare. Discussion about the work of maintenance Committee under Criteria IV had taken place Sir asked in charges of NAAC criteria IV to upload the Maintenance policy on the website. It is told that routine follow up on the Maintenance should be carried out and record should maintain properly. NAAC co-coordinator Vividh Pawaskar suggested to the criterionon In charges to study all the criteria's to understand the interdependence of each criteria. Also the information collected by one criteria is also useful to the other criteria. Prof. F. M. Nadaf told all the members to focus on the activities regarding extension programmes, Gender issue, Tribal issues and Environmental issues. He also pointed out that, activities we have to plan as per the UNESCO Sustainable Goals. Meeting concluded at 1.25pm with vote of thanks by Dr. Sucheta Naik, IQAC Coordinator |

Dr. Sucheta Naik
IQAC Coordinator



Prof. Manoj S. Kamat
Principal

31/10/2020



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Action Taken Report of the IQAC Meeting with internal members and criterion In charges held on 8/10/2020

| Sl. N | Point of action | Action to be taken | Responsibility |
|-------|-------------------------------------|---|---|
| 1. | Planning of Departmental activities | To conduct academic activities | To all departments |
| 2. | MOU's | Signing of MOU's with industry body/NGO's | Teaching Staff |
| 3 | To promote Research Publications | In-house research Journal "Viewpoint" | Research Cell |
| 4 | Annual College Magazine | To prepare | Dr. Geeta Walvekar and Mr. Dipak Bowalkar |
| 5 | News Letter | To prepare | All HoD |
| 6 | International conference | To organize | Teaching Staff |
| 7. | AQAR | To prepare and Submit | IQAC |
| 8. | NIRF,EW,AISHE | To participate | Teaching and Non teaching staff |
| 9 | AAA | To conduct | Head clerk |
| 10 | Library Audit | To conduct | Librarian |
| 11 | Webinar on Career Guidance | To conduct | All Department |


Dr. Sucheta Naik
IQAC Coordinator




Prof. Manoj S. Kamat
Principal



Date: 19/11/2020

NOTICE

IQAC Meeting for Non-Teaching Staff is conveyed on 20th November 2020 at 10.00 am at the College Auditorium to discuss the following AGENDA

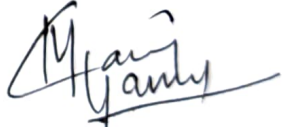
AGENDA

1. Review of Previous Meeting
2. Issuing of Order of appointment to Non-teaching Staff
3. Duty Allocation
4. Maintenance of Files and Other Work
5. AOB with the permission of IQAC Chairman

All are requested to attend.


Dr. Sucheta Naik
Coordinator




Prof. (Dr.) Manbj S. Kamat
Principal



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Minutes of the IQAC Meeting with Office Staff held on 20th November 2020

| | | |
|-------------------------|--|-------------------------------------|
| Date: 20/11/2020 | Meeting Time: 10.00 am | Location: College Auditorium |
| Meeting called by | IQAC Chairman | |
| Type of Meeting | IQAC Meeting | |
| Attended by | Vice- Chairman Secretary Principal Vice- Principal Head Clerk Non-Teaching Staff Secretary | |
| Facilitator Name | Dr. Sucheta Naik | |
| Note Taker | Non- Teaching Staff Secretary | |
| Time Keeper Name | Dr. Sucheta Naik | |
| Attendance | Copy of Attendance Enclosed | |
| Agenda Topic No. 1 | Review of Previous Meeting | |
| Time Allotted : 10 Min | In the Beginning Principal Dr. Manoj S. Kamat welcomed Hon'ble Vice- Chairman, Hon'ble Secretary and all the staff present in the meeting. | |
| | Minutes of the previous meeting were read and major points were highlighted & confirmed | |
| Agenda Topic No.2 | Issuing of Order of Appointment to Non-Teaching Staff | |
| Time Allotted : 10 Min | Presenter: Dr. Manoj S. Kamat | |
| | Newly recruited Non-Teaching Staff were introduced. | |



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|----------------------------|--|
| Agenda Topic No.3 | Duty Allocation |
| Time Allotted : 10 Min | Presentor: Dr. Manoj S. Kamat |
| | Duties were reallocated to Staff |
| Agenda Topic No.4 | Maintenance of Files and Other Work |
| Time Allotted : 10 Min | Presenter : Dr. Manoj S. Kamat |
| | Duty of maintenance of files were allotted to the respective MTS Staff |
| Agenda Topic No: 5 | AOB with the permission of IQAC Chairman |
| Time Allotted : 10 Min | No AOB Was discussed |
| Vote of thanks /Conclusion | Vote of Thanks given by Dr. Sucheta Naik Meeting concluded at 11.05 am. |

Submitted by:

Dr. Sucheta Naik

IQAC Co-ordinator





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10-12-2020


NOTICE

IQAC meeting with the PTA executive body meeting is scheduled on 16-12-2020 at 10 am in college auditorium to discuss the following Agenda.


Agenda:

1. Confirmation of the previous Meeting
2. College Activities of Academic Year 2020-2021
3. Bank Accounts & other related matter
4. AoB

Executive members are requested to attend the same.


Dr. Rupa Chari
PTA Incharge




Prof. Dr. Manoj S. Kamat
Principal



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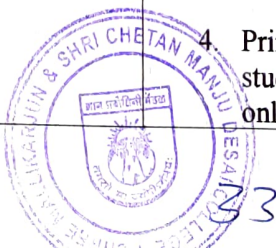


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Minutes of the IQAC Meeting held on 16th December 2020

| | | |
|---------------------------|--|----------------------------------|
| Date: 16/12/2020 | Meeting Time: 10.00 am | Location: Principal Cabin |
| Meeting called by | Principal & IQAC Chairman PTA Secretary: Dr. Rupa Chari | |
| Type of Meeting | First Executive Parent Teacher Association Meeting 2020-2021 | |
| Facilitator Name | PTA Executive Committee Members | |
| Note Taker | PTA Secretary: Dr. Rupa Chari | |
| Time Keeper Name | Dr. Rupa Chari | |
| Attendance | List is enclosed | |
| Agenda Topic No. 1 | Confirmation of the previous Meeting | |
| Time Allotted: 10 Min | Presenter: Dr. Rupa Chari, Secretary – SMC PTA | |
| | <ul style="list-style-type: none"> At the outset, Principal Dr. Manoj S. Kamat welcomed all the Executive Members of SMC P.T.A. Dr. Rupa Chari presented minutes of the last meeting. Minutes were confirmed unanimously at this hour. It was proposed by Mr. Mangesh Pagi and seconded by Mr. Shambhu Naik. | |
| Agenda Topic No.2 | College Activities of Academic Year 2020-2021 | |
| Time Allotted: 10 Min | Presenter: Dr. Manoj Kamat, President -SMC PTA | |
| | <ol style="list-style-type: none"> Principal Dr. ManojS. Kamat highlighted the college activities organized in Pandemic hour. Principal mentioned about Online Admission process and number of intake students for the academic year 2020-2021 IS 580(FY/SY/ TY. BA, B. Com, BSc.). It was collective efforts put together by Teaching and Office Staff to get students in large number, said by the Principal. PTA body congratulated the efforts in context with admission. Principal highlighted about Online Classes Webinars organized by Departments, Cell/ Committees. Principal Further added that in case,if any student, he/ she facing difficulty to attend online classes due connectivity, students can | |





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| | <p>use network of college, keeping safe distance and following safety measures of Covid-19.</p> <p>5. New recruitment of staff in Office as well as Teaching.</p> |
| Agenda Topic No.3 | Bank Accounts & other related matter |
| | <ol style="list-style-type: none"> PTA Executive Committee members took the decision regarding opening in the account in The Goa State Co-operative Bank Ltd, PTA Secretary Dr. Rupa Chari Requested for Aadhar Card photo copy and individual passport size photo of the signatories (Principal, Chairperson and Treasurer) PTA, Executive Member Shri. Satendra Bhagat/ Shri. Adeep Bhagat donated cash of Rs. 5000/- to PTA SMC at this hour. It was handed to College Accountant Mr. Sandesh Faldesai. It was also discussed that amount of Rs. 25000/- should be given as token of appreciation to Miss. Sandhya Kharat who will be pursuing Higher Studies at University Level as discussed in the earlier PTA meeting. College Accountant Shri. Sandesh Faldesai briefed about the deposits of PTA. The List in detail is added as annexure. |
| A. O. B | <ol style="list-style-type: none"> SMC PTA expressed thanks giving note to DPM's Vice – Chairperson Shri. Chetan Desai for supply of hand sanitizer to community. SMC PTA expressed goodwill towards all Teaching Staff for their efforts in online mode of teaching. SMC PTA expressed goodwill towards the |





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all the Office Staff for their kind concern in admission process.

4. Efforts towards Registration of SMC PTA of PTA Chairperson was appreciated by Principal Dr. Manoj S. Kamat.
5. Principal Suggested to organize PTA Felicitation Programme keeping in mind Covid-19 safety measures.
6. PTA body expressed thanks giving wishes to Madam Sneha Desai for handling PTA Registration very smoothly. Madam Sneha Desai personally finished all the requirements/payments during Registration hour.

Following P.T.A Executive Members were present for the Meeting.

- | | |
|-------------------------|------------------------|
| 1) Dr. Manoj S. Kamat | Principal |
| 2) Mrs. Sneha Desai | Chairperson- SMC P.T.A |
| 3) Dr. Rupa Chari | Secretary – P.T.A |
| 4) Mr. Satendra Bhagat | Treasurer |
| 5) Mr. Abhay Dhuri | Executive Body Member |
| 6) Mr. Mangesh Pagi | Executive Body Member |
| 7) Mr. Shambhu Naik | Executive Body Member |
| 8) Mr. Sandesh Faldesai | Accountant |

Submitted by:
 Dr. Rupa Chari



Manoj

DPM's

Shree Mallikarjun & Shri Chetan Manju Desai College

Delem, Canacona - Goa

Meeting of NIRDHAR Alumni Association

Date: 2nd May 2021

Time : 10 am

Venue: Seminar Hall

Agenda

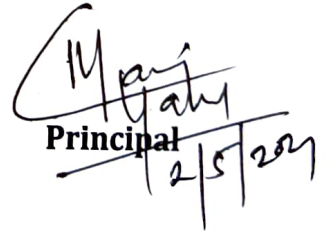
1. Introduction by the compere Mr savio Leitao
2. Welcome by Ex student's Chairperson Mrs Indira Pai
3. Introduction of the teachers
4. Introduction of Ex-students
5. Address by Principal
6. Report and reading of previous minutes
7. Registration of Alumni Association completed.
8. Student participation and activities during Covid lockdown.
9. AOB
10. Vote of thanks by Secretary Mr Savio Leitao



**Alumni
In charge**



**IQAC
Co-ordinator**



Principal

DIRECTOR PHY. EDU & SPORTS

Dnyan Prabodhini Mandal's

SHREE MALLIKARJUN

&

Shri. Chetan Manju Desai College

Delem-Canacona, Goa 403702



| | | |
|------------------------------|--|-------------------------|
| Date : 02/05/2021 | Meeting Time : 10:00 a.m. | Location : Seminar Hall |
| Meeting called by | NIRDHAR Alumni Association of College And IQAC . | |
| Types of Meeting | Second Bi - Annual Meeting of the Alumni Association . | |
| Facilitator Name | ALUMNI Committee Members | |
| Note Taker | ALUMNI Secretary : Mr Savio Leitao | |
| Time Keeper Name | Mr Savio Leitao | |
| Attendance | List is enclosed | |
| Welcome Address | Principal Dr. Manoj S. Kamat welcomed all present | |
| Time Allotted : 10 Min | Presenter : Dr. Manoj S. Kamat | |
| Agenda Topic No. 1 | Report of the Minutes and Activities by Secretary Mr Savio Leitao | |
| Time Allotted : 15 Min | Mr Savio Leitao | |
| Agenda Topic No. 2 | Updating developments during the year | |
| Time Allotted : 15 Min | Chairperson : Mrs Indira Pai Briefed about the the few updates largely due to the Covid lockdown and safety protocols during the year. | |
| Time Alloted 15 Min | AOB . | |
| Vote of thanks | Mr Savio Leitao : Secretary ALUMNI | |
| List of the Members attended | <ol style="list-style-type: none"> 1. Mr Rohit Pagi 2. Ms Almas Shaikh 3. Mr Pankaj Velip 4. Ms Shibani Pagi 5. Mr Utkarsh Pagi 6. Mr Brijesh M Pagi 7. Ms Anjana Andakar 8. Ms Nishigandha Naik Gaonkar 9. Mrs Gaurisha Phal Dessai 10. Mr Jayesh Gaonkar 11. Ms Melissa Fernandes 12. Ms Diksha Naik Desai 13. Mr Ashvek Shanbhag 14. Mr Brijesh M Pagi 15. Mrs Pranita Gaonkar 16. Mr Bhanudas Gaonkar 17. Ms Manisha Pagi 18. Mr Anand Velip 19. Ms Rhea Correia 20. Ms Vaishali Gaonkar 21. Mrs Indira Pai 22. Mr Rohit Pagi 23. Mr Regan Pagi 24. Mr Agraj Desai | |



| | |
|--|--|
| | 25. Mr Ketan Naik Gaonkar 26. Mr Kalpesh Padti 27. Mr Pralesh Gaonkar 28. Mr Mayur Naik Gaonkar 29. Mr Premjit Velip |
|--|--|

Submitted by Secretary


Mr Savio Leitao.

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Action taken Report of Alumni Meeting held on : 02/05/2021

| Sn | Points of Action | Action to be taken | Responsibility | Remark |
|----|---|--|---------------------|----------------------------------|
| 1 | Planning Activities for the year | Ex Students programme and interaction | Mrs Indira Pai | Outing |
| 2 | Involving students in college matters | Mobilizing students | Dr F.M.Nadaf | Talks in college |
| 3 | Getting Ex students information | Create Database students | Mr Vividh Pawaskar | Database updated |
| 4 | Webinars to be conducted for Ex students online | Conduct Webinars and share link to Alumni groups | Mr Vividh Pawaskar. | Students informed and invited |
| 5 | Covid work | Involving students in Covid work | All Teachers | Survey work Vaccination drive |

Submitted by

Secretary



Mr Savio Leitaio.



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Website: shreemallikarjuncollege.ac.in

Date: 04/06/2021


NOTICE


All the staff members are requested to attend meeting with IQAC scheduled on 09/06/2021 at 11:30 am. in the College Auditorium to discuss the following agenda :

Agenda:

1. Confirmation of the minutes of the last meeting.
2. Submission of Departmental Activity report
3. Completion of Syllabus
4. Even Semester Exams 2020-21
5. Workload Submission for the academic year 2021-22
6. Preparation of AQAR 2020-21
7. AOB

All Teaching staff members are requested to attend the Meeting.


Dr. Sucheta Naik
IQAC Coordinator


Prof. Manoj S. Kamat
Principal





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Following Staff Members attended IQAC Teaching staff Meeting on 09/06/2021 at 11:30 a.m. in the College Auditorium.

| | |
|--------------------------------|---------------------|
| 1. Prof. Manoj S. Kamat | Principal |
| 2. Prof. F.M.Nadaf | Vice – Principal |
| 3. Dr. Sucheta Naik | IQAC Co-coordinator |
| 4. Mr. Sandesh Savant | Staff Secretary |
| 5. Shri SavioLeitao | Director of Phy.Edu |
| 6. Ms. Darshana Pagi | Teaching Staff |
| 7. Shri Vividh Pawaskar | Teaching Staff |
| 8. Mr. R.B. Sawant | Head Clerk |
| 9. Mr. Keval Naik | Teaching Staff |
| 10. Ms. Domitel D'Souza | Teaching Staff |
| 11. Ms. Anisha Sawant | Teaching Staff |
| 12. Ms. Yogeeta Lopes | Teaching Staff. |
| 13. Dr. Rupa Chari | Teaching Staff |
| 14. Ms. Radhika Naik | Teaching Staff |
| 15. Mrs. Tanuja Fal Desai | Teaching Staff |
| 16. Ms. Prajyoti Sawant Dessai | Teaching Staff |
| 17. Ms. Deepti Fal Desai | Teaching Staff |
| 18. Mr. Jayesh P. Gaonkar | Teaching Staff |
| 19. Ms. Anisha D. S. Desai | Teaching Staff |
| 20. Mr. Ashvek Shanbhag | Teaching Staff |
| 21. Mr. Anand Velip | Teaching Staff |
| 22. Mrs. Kshama Desai | Teaching Staff |
| 23. Mrs. Geeta Walvekar | Teaching Staff |
| 24. Mrs. Padmavati Tubahi | Teaching Staff |
| 25. Ms. Karishma Parsekar | Teaching Staff |
| 26. Dr.Mithil Phal Desai | College Librarian |
| 27. Ms.Divya Sawant | Teaching Staff |
| 28. Dr.Nisha Kevat | Teaching Staff |
| 29. Mr. Deepak Bowalkar | Teaching Staff |
| 30. Ms. Snehal Naik | Teaching Staff |
| 31. Ms.Vaishali Gonkar | Teaching Staff |
| 32. Ms. Ashvita Phal Desai | Teaching Staff |
| 33. Ms. UlkaKalekar | Teaching Staff |
| 34. Ms. PravinyaBhangle. | Teaching Staff |
| 35. Mrs. Kshama Dessai | Teaching Staff |





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Minutes of IQAC Meeting with Teaching Staff on 09/06/2021 at 12 p.m. in College Auditorium.

| | | |
|------------------------|---|-----------------------|
| Date: 9/06/2021 | Meeting Time : 12p.m. | Location : Auditorium |
| Meeting called by | Principal Prof. Manoj S. Kamat | |
| Types of Meeting | IQAC Meeting with Teaching Staff | |
| Facilitator Name | Teaching Staff | |
| Note Taker | Dr. Sucheta Naik –IQAC co-ordinator | |
| Time Keeper Name | Staff Secretary- Mr. Sandesh Sawant | |
| Attendance | List is enclosed | |
| Agenda Topic No. 1 | Confirmation of the last meeting. | |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat | |
| | <p>Principal Prof. Manoj S. Kamat welcomed all the Teaching Staff Members present for the meeting. He asked to take precaution for safety from Covid 19. He also requested to all the teaching staff to get vaccinated at the earliest.</p> <p>Principal asked Mr. Sandesh Sawant, Staff secretary to read the minutes of the last meeting. Since there was no observation by the teaching staff, minutes were confirmed.</p> | |
| Agenda Topic No.2 | Submission of Departmental and Activity report. | |
| Time Allotted : 30 Min | Presenter : Prof. Manoj S. Kamat | |
| | <p>Principal Prof. Manoj Kamat appreciated all the staff members for conducting very qualitative online activities.</p> <p>Principal requested all the HoD's to submit the Hard copy of the Annual report to IQAC Co-ordinator and soft copy of all the activity report in the IQAC classroom by 15th of June 2021.</p> | |
| Agenda Topic No.3 | Completion of Syllabus | |
| Time Allotted : 15Min | Presenter : Principal Prof. Manoj Kamat | |
| | <p>Due to Second wave lock down from 27th April 2021 to 31st May 2021, teaching faculty was unable to complete</p> | |



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| | <p>the syllabus, hence extended the term and asked to complete the remaining syllabus till 3rd July 2021.</p> <p>Teachers are also told to upload weekly lectures in the DHE portal along with student's attendance.</p> |
| Agenda Topic No.4 | Even semester Exam of the academic year 2020-21 |
| Time allotted : 10 Min | Presenter : Principal Prof. Manoj Kamat |
| | <p>Lock down due to Second wave of Covid 19, even semester exams were postponed.</p> <p>Principal informed that FY,SY and TY, B.A.,B.com, and B.Sc Exams will be on online mode and will be held from 9th July 2021 as per the latest ordinance of Goa University.</p> <p>Faculty members are requested to Conduct the project viva voce examination and Practical Exam on online mode as per new timetable of G.U.</p> |
| Agenda Topic No. 5 | Workload Submission |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat-Principal |
| | <p>Principal requested all HoD's to submit Departmental workload for the year2021-22.This workload is necessary to get No Objection Certificate from the Directorate of Higher education for acquiring additional post if needed.</p> <p>Principal also asked departments to give detail of any newly introduction of subject for NOC and preparation of Prospectus.</p> |
| Agenda Topic No. 6 | Preparation of AQAR |
| Time Allotted : 10 Min | Presenter : Prof. Manoj S. Kamat-Principal |
| | <p>All the criterions in charges are asked to collect the data of this academic year from the department report to incorporate in the AQAR 2020-21.</p> |
| Agenda Topic No. 7 | AoB |
| Time Allotted : 10 Min | <p>Principal instructed all the staff members to submit their PBAS for this academic year.</p> <p>Meeting concluded at 1.45 pm with the vote of thanks by IQAC coordinator.</p> |





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Action Taken Report of the IQAC Teaching staff Meeting held on 9/06/2021

| Sr. No | Points of Action | Action To Be Taken | Responsibility | Remark |
|--------|---------------------|--|----------------------|--|
| 1 | Activity Report | To submit | Activity In charges | Hard copy of the report Submitted to IQAC coordinator, and soft copy submitted to IQAC classroom |
| 2. | Syllabus | To complete by 9 th July 2021 | All subject teachers | Completed syllabus comfortably after post lockdown period. |
| 3. | Workload | To submit | Heads of Department | Workload of all departments submitted in College office. |
| 4. | Even semester Exams | To conduct. | Teaching staff | Project viva conducted Practicals for Geography and science students conducted. SEE exam conducted |


Dr. Sucheta Naik

IQAC Co-ordinator.


Prof. Manoj S. Kamat

Principal





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Date: 07/06/2021


NOTICE

A meeting of the IQAC Executive Members with NAAC Committee is scheduled on 14/06/2021 at 11:30 a.m. in the College Auditorium.

All IQAC Executive Members and NAAC Committee In charges are informed to attend the Meeting.

Agenda:

1. Confirmation of the minutes of the last meeting held on 8-10-2020
2. Reporting of the Activities conducted during the academic year 2020-21
3. Preparation of Academic Plan 2020-21
4. Review on Action taken report
5. Feedback Reports
6. NAAC Preparation.
7. AQAR for the year 2020-21
8. AOB


Dr. Sucheta Naik
IQAC Coordinator




Prof. Manoj S. Kamat
Principal

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List of the members attended IQAC Executive Body with NAAC criterion In charges Meeting held on 14/06/2021

| Sl. No | Names of the members attended | Designation |
|--------|-------------------------------|-----------------------|
| 1 | Prof. Manoj S. Kamat | Principal |
| 2 | Prof. F.M.Nadaf | Vice- Principal |
| 3 | Shri. Manjunath Desai | Secretary, DPM |
| 4 | Dr. SuchetaNaik | IQAC Coordinator |
| 5 | Dr. Rupa Chari | NAAC coordinator |
| 5 | Mr. VividhPawaskar | NAAC Co-coordinator |
| 6 | Shri. Ramdas Sawant | Head Clerk |
| 7 | Mrs. Kshama Desai | Criterion In charge 1 |
| 8 | Dr. C.P. Hiremath | Criterion In charge 2 |
| 9 | Dr. Purnanand Chari | Criterion In charge 3 |
| 10 | Mrs. Padmavati Tubachi | Criterion In charge 4 |
| 11 | Dr. GeetaWalvekar | Criterion In charge 5 |
| 12 | Ms. Domitel D'souza | Criterion In charge 6 |
| 13 | Mr. Sandesh Sawant | Criterion In charge 7 |
| 14 | Ms. Divya Sawant | HOD Chemistry |
| 15 | Mr Deepak Bowalkar | Teaching Staff |
| 16 | Mr. Savio Leitao | Sports Director |
| | | |





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Minutes of IQAC Executive Body Meeting with NAAC criterion In charges meeting held on 14/06/2021 at 11.30am.

| | | |
|------------------------|--|-----------------------|
| Date : 14/06/2020 | Meeting Time : 11:30 a.m. | Location : Auditorium |
| Meeting called by | Principal Dr. Manoj S. Kamat | |
| Types of Meeting | Third IQAC Meeting | |
| Facilitator Name | Executive IQAC and NAAC Members | |
| Note Taker | IQAC Coordinator : Dr. Sucheta Naik | |
| Time Keeper Name | Dr. Sucheta Naik | |
| Attendance | List is enclosed | |
| Agenda No. 1 | Confirmation of the Minutes of the last Meeting. | |
| | Principal Prof. Manoj S. Kamat requested the IQAC co-ordinator to read the minutes of the earlier meeting conducted on 8th October 2020. Since no observation was made by any members, minutes were unanimously confirmed. | |
| Agenda No.2 | Reporting of the Activities held during the academic year 2020-21. | |
| Time Allotted : 20 Min | Presenter : Dr. Manoj S. Kamat | |
| | <ul style="list-style-type: none"> Principal Dr. Manoj S. Kamat highlighted the College activities organized in the academic year. 7 days FDP on Institutional Bench Marking of Best Practices. 7 days FDP to Administrative staff in association with Directorate of Higher Education. FDP on Creating Effective Learning Using Blooms Taxonomy. FDP on Competency Based Assistance to Promote HOTS. FDP on Classroom Communication for Online Teaching. | |





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- Multidisciplinary **International Conference** by Geography Department.
- **International Conference** on "Tourism and Hospitality Industry- Role in Socio economic Development" by Commerce department in association with Fater Academy of India and IUGMIW
- Hindi Pakhwada celebration.
- Workshop on Skill building workshop on Compering,
- 30 hours Certificate course in Prayojan Mulak
- Certificate Course in CPBFI
- 30 hours Certificate Course in Income Tax Return Filing
- Celebration of B.B. Borkar Jayanti,
- NCC Web Series-"What the Uniform taught Me".
- Celebration of International Women's Day,
- Webinar on Azadi Ka Amrut Mahotsava.
- Webinar on **Career Guidance** of all the Departments,
- Webinar on **Mental health, stress and Gender issues** by counselling cell.
- **Shivjayanti** Celebration.
- **Celebration of Science Day as a part of Institutionalization of Science Department.**
- Signing of MoUs' with Bajaj Fileserve Private Ltd.
- Departmental Webinars on sustainable goals.
- Webinar on **Intellectual Property Right** by IQAC.
- Participation of Teaching Staff in





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| | |
|------------------------|--|
| | <p>DISHTAO Programme.</p> <ul style="list-style-type: none"> On field involvement of staff in the society in the community outreach for Covid19 Awareness and Control during lockdown period from May to June 2021. Celebration of all National Days. Release of Viewpoint, College Magazine- Gangotri, News letters. |
| Agenda Topic No.3 | Academic Plan-2021-22 |
| | <p>Principal Prof. Manoj Kamat said we prepare academic plan once we receive academic term from Goa University. Due to Covid second wave lock down, we could not complete our earlier academic year. Till we get term from the University, we will tentatively prepare our departmental plans and will complete the syllabus of last academic year.</p> |
| Agenda Topic No.4 | Review on Action Taken Report. |
| Time Allotted : 30 Min | <p>Executive Members discussed about the Quality Initiatives, which were practiced during the current academic year.</p> <ul style="list-style-type: none"> E-Content development at Institutional level and Directorate of Higher Education Dishatao Programme. College participated in NIRF, India Survey & EW survey (Ranking for All India Accounting and Commerce - 176 in 2020-21 published by India Today). College signed MoUs with Bajaj Fineserve Ltd. Online Admission process done successfully. On field involvement of staff in the |





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| | |
|--------------------------|---|
| | society for community outreach during Covid19 Second wave. Awareness and Control during lockdown period from May to June 2021. |
| Agenda No 5 | Feedback Reports. |
| | The feedbacks obtained on Curriculum, Office, Teachers, Library, Parents, Alumni were discussed and analyzed. |
| Agenda Topic No.6 | NAAC Preparation |
| Time Allotted : 15 Min | IQAC coordinator discussed in Meeting about NAAC Preparation. It is decided to complete the NAAC work along with documentation as per new SOP. |
| Agenda No. 7 | AQAR for the year 2020-21 |
| | It was decided to send the departmental reports and committee report to all criterions in charges to prepare AQAR for 2020-21. It is also decided to complete and upload AQAR before last date set by NAAC. |
| AOB | IQAC meeting concluded at 1.55 pm with Vote of Thanks by IQAC Coordinator . |


Dr. Sucheta Naik
IQAC Coordiantor




Prof. Manoj S. Kamat
Principal



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Action Taken Report of the IQAC Executive Meeting held on 14/06/2021

| Sr. No | Points of Action | Action To Be Taken | Responsibility | Remark |
|--------|--|--|-------------------------|--|
| 1 | Academic Administrative Audit by External Agency | To conduct AAA | Head Clerk | AAA completed |
| 2 | Participation in NIRF | Documentation of reports | Teaching & Office Staff | Reports submitted to NIRF and got ranking. |
| 3 | MoU | Signing of MoUs' with Industry/Educational/NGOs & Other related bodies | All Departments | MoU is signed with 1.BajajFineserve Ltd.by Commerce department. |
| 4 | Online Payment. | Online Payment to be implemented | Office staff | Total online payment is done for admission and examination fees. |
| 5 | Promotion of Community Awareness Programs | Organizing Programs | Teaching Faculty | On-field involvement of staff in the society in community outreach for Covid-19 awareness and control during first wave and second wave. |
| 6 | List activities of | To prepare and organise | Department Heads | <p>List of activities conducted during the year.</p> <p>43 Webinar on Career Guidance, Mental health, Extension Activities.Sustainable Goals</p> <p>5 Faculty Development Programmes</p> <p>11 NCC web series "What the Uniform Taught Me"</p> <ul style="list-style-type: none"> Shivjayanti celebration. Signing of MoUs' with Industry organizations. |





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| | | | | |
|----|--------------------------------|---------------------------|----------------------|---|
| | | | | <ul style="list-style-type: none"> • Webinar on Intellectual Property Right. • Mass Awareness programme in Social awareness. • Celebration of Founders Day |
| 7 | Panchayat Survey | To conduct Survey | Staff members | <ul style="list-style-type: none"> • Panchayat Survey is conducted and submitted the report to Directorate of Higher education. |
| 8 | DISHTAO | To participate | All subject teachers | All teachers participated and approximately 350 videos prepared by our Teaching staff |
| 9. | Sanitization twice daily | To sanitize full premises | House keeping staff | Every day sanitization is doing by house keeping staff. |
| 10 | Certificate Courses & workshop | To conduct | Staff members. | <p>Conducted following 30 hours Certificate courses during the year.</p> <ol style="list-style-type: none"> 1. Certificate Programme in Banking Finance and Insurance. (CPBFI) 2. Certificate course in Income tax return Filing . 3. Certificate course in Hindi Prayojan Mulak. 4. Devnagri Typing Certificate. |





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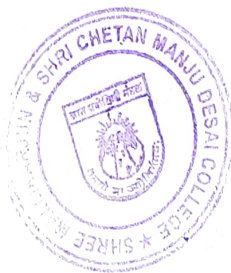
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| | | | | |
|----|--------------------------|---|----------------------|---|
| 9 | Feedback | To collect feedback from Students, Teachers, Alumni, Parents, Industry etc. | Criterion In charges | Submitted after analyzing. |
| 10 | International conference | To organize | All departments. | 1. One day Multidisciplinary International Conference by Geography Dept. 2. Three day International conference on "Tourism and Hospitality Industry- Role in Socio economic Development" In association with IUBGMS 2020 from 20th to 22nd Nov 2020 by Commerce department |


Dr. Sucheta Naik

IQAC Coordinator




Prof. Manoj S. Kamat

Principal



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Date: 05/07/2021


NOTICE

A Meeting of Non-Teaching Staff is conveyed on 6th July 2021 at 10.00 am at the College Auditorium to discuss the following AGENDA

AGENDA

1. Review of Previous Meeting
2. Admission for the Academic year 2021-2022
3. Allocation of Duties
4. Discussion on College Repair & Maintenance
5. AOB with the permission of Principal

All are requested to attend.


Dr. Sucheta Naik
Coordinator


Prof. (Dr.) Manoj S. Kamat
Principal





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Minutes of IQAC Meeting with Office Staff held on 6/07/21

| | | |
|-------------------------|---|-------------------------------------|
| Date : 6/07/2021 | Meeting Time: 10:00 a.m. | Location :College Auditorium |
| Meeting called by | Principal, Prof. (Dr.) Manoj S. Kamat | |
| Type of Meeting | Admission & Maintenance Discussion | |
| Facilitator Name | Principal, Prof. (Dr.) Manoj S. Kamat | |
| Note Taker | Mr. Agraj Desai | |
| Time Keeper Name | Mr. Agraj Desai | |
| Attendance | Non -Teaching Staff | |
| Agenda Topic No. 1 | Review of Previous Meeting | |
| Time Allotted : 5 Min | Presenter : Dr. Manoj S. Kamat | |
| | Minutes of the meeting was read & confirmed. Major points were highlighted | |
| Agenda Topic No.2 | Admission for the Academic year 2021-22 | |
| Time Allotted : 5 Min | Presenter : Dr. Manoj S. Kamat | |
| | <ol style="list-style-type: none"> 1. Responsibility of Preparation of Banners for the Academic Year 2021-22 given to Mr. Agraj Desai and Ms. Shruti Faldesai 2. Printing of Prospectus & Admission Form to be done by Mr. Agraj Desai with the guidance of Vice - Principal Dr. F. M. Nadaf (Three different streams, different colours). 3. Responsibility of Collecting Database of Students from all Higher Secondaries allotted to same staff as allotted before. 4. Id card for all students for the year 2021-22 to be issued within 15 days of admission completion. 5. Help Desk to be created. 6. Google Feedback Form To be generated of Teachers (Contract/ lecture basis) & Students by System Admin Mr. Rahul Desai | |
| Agenda Topic No.3 | Allocation of Duties | |
| Time Allotted : 10Min | Presenter : Dr. Manoj S. Kamat | |





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Dnyan Prabodhini Mandal's SHREE MALLIKARJUN &

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Tel. No. 0832-2633422/433



India Today Ranking
115 (Arts) 150 (Commerce)

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| | |
|----------------------------|---|
| | <ol style="list-style-type: none"> 1. Mr. Kalpesh Padti is allotted duty at Chemistry Laboratory. 2. Mr. Prajot Komarpant is allotted duty at Office-I. 3. Regular Appointment Orders (Employees on Probation) to be prepared by Mrs. Jyoti Naik Gaunkar. |
| Agenda Topic No.4 | Discussion on Facilities in the Campus & Maintenance |
| Time Allotted : 5Min | Presenter : Dr. Manoj S. Kamat |
| | <ol style="list-style-type: none"> 1. Arrangement of drinking water to be done in all Science laboratories. 2. New Office Staff room to be created responsibility, given to Mr. Rahul Desai, Mr. Agraj Desai & Mr. Mayur Naik Gaunkar. 3. Repair of Sanitary Pad Machine to be done. 4. Material Requirement For next 2 years (odd semester) to be submitted. |
| Vote of thanks /Conclusion | Meeting concluded at 10.45 am, Next meeting is conveyed on 19th July 2021. |

Submitted by:

Mr. Agraj Desai (Store Keeper)

Mr. Prajyot Pagi (LDC)





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Action Taken Report of the Office Staff held on 6/07/21

| Sr. No. | Points of Action | Action to be taken | Responsibility |
|---------|--|--|---|
| 1. | Banners for Admission | Preparation Of Banners for the Academic year 2021-22 | Mr. Agraj Desai & Ms. Shruti Faldesai |
| 2. | Prospectus & Admission Form | Printing of Prospectus | Vice- Principal Dr. F. M. Nadaf & Agraj Desai |
| 3. | Issue of ID Card for the Academic year 2020-21 | ID Cards to be issued | Mr. Agraj Desai |
| 4. | Help Desk for admission | Creation of Help Desk | To all Teaching Staff |
| 5. | Google Feedback form | Google feedback form to be generated of Teachers & Students | Mr. Rahul Desai |
| 6. | Allocation of Duties | Issue of appointment order | Mrs. Jyoti Naik Gaunkar |
| 7. | Arrangement of Drinking water | Arrangement of Drinking water to be done in all Science Laboratories | Mr. Agraj Desai |

Dr. Sucheta Naik

Coordinator



Prof. (Dr.) Manoj S. Kamat

Principal