



Parvatibai Chowgule College of Arts and Science
Gogol, Margao, Goa – 403602.

An IQAC committee meeting has been scheduled on 31st January 2017 at 03.00 p.m. in Conference room.

Sr. No.	Attendees	Signatures
1.	Nandkumar N. Sawant	
2.	H.S.S.Nadkarni	
3.	Sachin Kakodkar	
4.	Devashish Bagchi	
5.	Nandini Vaz Fernandes	
6.	Sameena Faliero	
7.	V.C.Kumaresh	
8.	Sanjay Gaikwad	
9.	Sachin Moraes	
10.	Andrew Barreto	
11.	Liesel De Silva	-
12.	M.P.Shivali	-
13.	Greta Almeida	
14.	Dattaprasad Prabhudessai	
15.	Sandesh Nagvenkar	
16.	Vasant Hede	-
17.	Bhavana M. Sawardekar	

Sr. No.	AGENDA
1.	Finalization of Mission statement for all departments
2.	Creation of Policy documents
3.	Others, if Any





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MINUTES OF THE MEETING

IQAC COMMITTEE MEETING		No: 04 Date: 31.01.2017 Time: 03:00 p.m. to : 04:00 p.m Venue: Conference Room.	
Conducted by: Nandkumar N. Sawant* (IQAC CHAIRMAN)			
ATTENDEES: 1. V.C. Kumaresh 2. Nandini V. Fernandes 3. Sachin Moraes 4. Sameena Falleiro		ATTENDEES: 5. Andrew Barreto 6. Sanjay Gaikwad 7. D. Bagchi 8. Sachin Kakodkar	
		ATTENDEES: 9. Greta Almeida 10. Dattaprasad Prabhudessai 11. Sandesh Nagvenkar 12. Bhavana M. Sawardekar	
		ABSENTEES: 1. Vasant Hede 2. M.P Shivalli 3. Liesel Desilva	
S.N.	Topics	Action Required	
1.	Finalization of Mission statement for all departments	- The departments will write the mission statements based on the following: a. What do you offer. b. How do you offer. c. What are the resources. d. What are the outcomes. e. What are the expectations. - A sample of the mission of the mission statement was presented in the meeting.	
2.	Creation of Policy documents	- To have proper direction and protocols it was prudent to have policy documents for various committees/ departments / funationaries of college like OIT, research committees, academic writing etc. - The same to be presented in the statutory body for approval.	
3.	Others, if any		
PCC/IQAC/2017/07-98 Rev:0 Prepared by: Bhavana Sawardekar Date: 31.01.2017 Page: 1 of 1			
Approved by Nandkumar N. Sawant, IQAC Chairman			



S. Sawant
**PRINCIPAL
PARVATIBAI CHOWGULE COLLEGE
OF ARTS & SCIENCE (AUTONOMOUS)
MARGAO-GOIA**