



# Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade A' (CGPA Score 3.41 on a 4 Point Scale 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award

## MINUTES OF THE MEETING

<b>NAAC MEETING</b>		<b>No:</b> 14 <b>Date:</b> 04.01.2019 <b>Time:</b> 12.00 p.m. to: 01.15 p.m. <b>Venue:</b> Conference Room.	
Conducted by: <b>Nandkumar N. Sawant (CONVENOR)</b>		Along With: <b>H.S.S.Nadkarni (CO-ORDINATOR)</b> <b>Bhavana M. Sawardekar (Secretary)</b>	
<b>ATTENDEES:</b> 1. Nandini Vaz Fernandes 2. Sameena Falleiro 3. Aresh Naik 4. Liesel Desilva 5. Devashish Bagchi		<b>ATTENDEES:</b> 6. V.C.Kumaresh 7. Andrew Barreto 8. Vasant Hede 9. M.P.Shivali 10. Dattaprasad Prabhudessai	
		<b>ABSENT with Intimation:</b> 1. Shaila Ghanti 2. Greta Almeida	<b>ABSENTEE:</b> 1. Ian Barreto 2. Sandesh Nagvenker 3. Sachin Moraes
<b>SN</b>	<b>Topics</b>	<b>Action Required</b>	<b>Outcome/Status</b>
1.	<b>New Format for IQAC Report</b>	<ul style="list-style-type: none"> <li>- All members were asked to collect their criteria data regularly in the new structured format provided in the IQAC-AQAR guidelines.</li> <li>- Asked to generate an separate email id for IQAC i.e. <a href="mailto:iqac@chowgules.ac.in">iqac@chowgules.ac.in</a></li> <li>- Each IQAC Criteria Coordinator will prepare systematic planner (tentative dates and budget) for their Criteria and verify its execution henceforth.</li> <li>- Each IQAC Coordinator will discuss their plan and get approved in the IQAC meeting.</li> <li>- Under new IQAC reporting format:               <ul style="list-style-type: none"> <li>- Point no. 7 i.e. Internal Quality Assurance System: Small Nottings to be provided under different indicators.</li> <li>- Under Criteria I, Feedback forms: focus on Employers, teachers and students feedback.                   <ul style="list-style-type: none"> <li>- Prepare questionnaire for taking parents feedbacks for students going for exchange programme.</li> </ul> </li> </ul> </li> <li>- Minutes of Meeting to be uploaded on website.               <ul style="list-style-type: none"> <li>- Minutes format to be modified with three columns i.e. Topics, action required and outcome.</li> <li>- Meetings to cover action taken of the previous meetings as well.</li> </ul> </li> <li>- AQAR-IQAC report to be placed before the Governing body Council meeting held tentatively in</li> </ul>	<ul style="list-style-type: none"> <li>- New IQAC Reporting format to be displayed and explained to all the faculties.</li> <li>- Nest IQAC meeting on Wednesday, 09.01.2019.</li> </ul>



	<p>the month of April.</p> <ul style="list-style-type: none"> <li>- Point no. 17: MIS (500 words) – to refer previous NAAC report for the contents.</li> <li>- Point no. 1.4.2 – feedback analyze and development is to be still worked.</li> <li>- Under Criteria II - <ul style="list-style-type: none"> <li>- Data to be furnished from concern authorities:</li> <li>- Point no. 2.5.1 and 2.5.2 - Ian Barreto.</li> <li>- Point no. 2.6.2 – Nagalakshmi</li> </ul> </li> <li>- Under Criteria III - <ul style="list-style-type: none"> <li>- Pt. No. 3.1.1 – by accounts dept. – Dattaprasad P.</li> <li>- Pt. No.3.4.5 and 3.4.6 – to be provided by each individual faculty members.</li> </ul> </li> <li>- Consultancy process involves discussion, documentations of undertaking from both parties, parties approaching for consultation etc. Even monetary clarification as well. If no charges livid such act may be termed as extension service/s. Minimum amount charged is Rs. 25,000/-. All documentation to be maintained.</li> <li>- Point no. 3.6.3 engage students clubs for activities &amp; awareness/dept. Activities. <ul style="list-style-type: none"> <li>- Andrew B. Shared a practices wherein students are given assignment/activity where they do social activities and such photographs are submitted to him which becomes the basis for documentation.</li> </ul> </li> <li>- Under Criteria IV - <ul style="list-style-type: none"> <li>- Point no. 4.3.3 – Sameena F. To upload matters.</li> <li>- The college requires establishing a formal YOUTUBE Channel.</li> </ul> </li> <li>- Under Criteria VII – <ul style="list-style-type: none"> <li>- College committee to work as per IQAC new formats hereon in-respect to their committee formation.</li> <li>- Point no. 7.1.5 and 7.1.6 – to be worked along with all the IQAC Committee members.</li> </ul> </li> </ul>	
Others, if any	-	
<p>PCC/IQAC-NAAC/2019/07--106      Rev:0      Prepared by: Bhavana Sawardekar      Date: 04.01.2019      Page: 1 of 1</p>		
<p>Approved by Dr. Nandkumar N. Sawant, Convenor</p>		

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

