



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

IQAC Committee members Meeting of the college has been scheduled on 23rd June 2021 at 02:30 p.m. in Lower Auditorium.

S.N.	ATTENDEES	Signatures
1.	Shaila Ghanti * - Chairman	
2.	H.S.S.Nadkarni - Coordinator	
3.	R.V.Gaonkar - Management Representative	-
4.	Nandkumar N. Sawant - Members	
5.	Nandini Vaz Fernandes - do	
6.	Sameena Falleiro - do	
7.	Sachin Moraes - do	
8.	Ian Barreto - do	
9.	V.C.Kumaresh - do	
10.	Devashish Bagchi - do	-
11.	Ashish Desai - do	
12.	D. Prabhakaran - do	
13.	Andrew Barreto - do	
14.	Debashish Majumdar - do	-
15.	Anand Masur - do	
16.	Ganpat K. Naik - do	
17.	Sagar Utagi - Industry Representative	-
18.	R. Kanchana - Special Invitee	
19.	Greta Almedia - Senior Administrative Officers	-
20.	Sandesh Nagvenkar - do	-
21.	Dattaprasad Prabhudessai - do	-
22.	Bhavana Sawardekar - Executive Assistant	

Sr. No.	AGENDA
1.	Presentation on Self Study Report (SSR) by respective Criteria Coordinator
2.	Brief Report of the College 2020-21 and Action Plan for the academic year 2021-22
3.	Review on Course Structure of Undergraduate Programmes by Vice Principal
4.	Others, if Any





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MINUTES OF THE MEETING

IQAC MEETING		No: 11 Date: 23.06.2021 Time: 02.30 p.m. to: 05.45 p.m. Venue: Lower Auditorium.	
Conducted by: Shaila Ghanti (CHAIRMAN)		Along With: H.S.S.Nadkarni (Coordinator) Bhavana M. Sawardekar (Executive Assistant)	
ATTENDEES: 1. Nandkumar N. Sawant 2. Sameena Falliero 3. Sachin Moraes 4. Nandini Vaz Fernandes 5. Anand Masur 6. V.C. Kumaresh		ATTENDEES: 7. Andrew Barreto 8. Ashish Desai 9. G.K.Naik 10. Ian Barreto 11. D. Prabhakaran 12. R. Kanchana	ABSENTEES with intimation: 1. R.V. Gaonkar 2. Sandesh Nagvenkar 3. Greta Almeida 4. Dattaprasad Prabhudessai
		ABSENTEES: 1. Devashish Bagchi 2. Debashish Majumdar 3. Sagar Utagi	
SN	Agenda / Topics	Discussion/Action Required	
1.	Presentation on Self Study Report (SSR) by respective Criteria Coordinator	Internal presentation of SSR amongst the present attendees was already conducted and now require an expert insight and inputs from the management representative and the same presentation to be taken up in his presence; hence a common decision was taken to draw a timeline for submission of SSR, as once submission of IIQA is complete within 45 days duration of time the SSR has to be uploaded on the NAAC portal. - Coordinators will have to be prepared for the no. of years that will be opened on the portal i.e. whether the portal will allow to upload data from 2015-16 to 2019-20 or will ask to update from 2016-17 to 2020-21. - Further inquired if criteria coordinators still require more time duration for completion of their respective criteria, if yes what time duration would be appropriate for all. - All agreed for another 15 days time duration. - Some Criteria Coordinators extended their support and help in providing their assistance in completion of Criteria V compilation. - It was informed that partial uploading of IIQA has been done on the NAAC Portal.	
2.	Brief Report of the College 2020-21 and Action Plan for the academic year 2021-22	A brief review on the NAAC peer team recommendation report was undertaken. - Andrew Barreto was asked to provide the Language lab. Proposal. - Every criteria coordinator presented their plan of action for the academic year 2021-22 with brief clarity and intention of considering the plan: - Criteria I – - Review of the curriculum design and development as per the NEP:	



- College to organize an orientation/workshop on NEP functioning and invite Vasudha Kamat as resource person.
- Introduce and standardize value added course: Prepare a policy for the same and upload it on the website.
 - Organize relevant workshop/s for better understanding.
- Take feedback from all stake holders in the curriculum:
 - Every department have to take standardized feedbacks from various stakeholders i.e. Students, teachers, employers, parents, alumni as formatted by the College. Further prepare a consolidate feedback report and their action taken report duly signed and upload the same on the website. OR other option suggested was to appoint a full time person to do this feedback process of all the 20 departments in a systematic manner.
 - Maintain the standard link for feedback.
- Criteria II:
 - Suggestions were to provide practical / factual plan that may be small but can be implemented such as start with train the trainers, empower oneself, empower faculty to develop e-contents, videos, resources. Plan may be Synchronized with the plan of action provided by the Criteria I coordinator. Eg. every department can create one certificate course of 10 hours which may be approved for credits by passing in a statutory committee.
- Criteria III:
 - Seed money requires approval from the management.
 - Proficient hardworking teachers required to be appreciated and motivated by giving recognition publicly in form of a certificate.
- Criteria IV:
 - Girls' common room is a necessity and highly priority.
 - Venue for Language Lab may be structured in writing centre or next to AV room having a requirement of around 17 to 20 computers.
 - Library requires to be enhanced.
- Criteria V:
 - All committees, centers, cells clubs and approved minutes of the meetings duly signed by authorities are required to be reflected on the college website.
 - Departmental Activities are required to be reflected under the departments on the website.
 - A mechanism to be devised to support the teachers to carry out their teaching learning and work towards their data updates.
- Criteria VI:
 - Require a fully fledged IQAC Office.
 - To focus on enhancing the proficiency, efficiency and performance of the non performing departments.
 - To provide awards for Students:
 - i. To declare 3 toppers each in B.A, B.Sc. and one topper from every course.
 - ii. This year Hira Wagh Award to be given to eligible student



	<p>full feeling the criteria and that those who have applied for it.</p> <ul style="list-style-type: none"> - Introduce the practice of three awards to students i.e. for Best sports person, extracurricular and academics. <p>Criteria VII:</p> <ul style="list-style-type: none"> - All departments should come up with atleast one interdisciplinary certificate course. - To conducting annual green audit of the institution. <p>Every department have to come up with a departmental plan based on the plan of action laid down by the Criteria Coordinator and based on the seven criterias.</p> <p>Every committee / cell / club have to come up with a plan of action based on the requirements as per the relevant criteria to them.</p> <ul style="list-style-type: none"> - NAAC Criteria Coordinators have to prepare a list of committees that will come under their criteria and submit certain core requirements to the committees, based on which the committee will have to prepare their plan of action for 2021-22. <p>Plan of action should include atleast one community outreach and extension services by the departments as well as the committees to whom its relevant e.g. gender committee.</p> <p><u>Suggestions:</u></p> <ol style="list-style-type: none"> To prepare a five years institutional vision plan of action. A proper system of hand over of the work from person handling to the person taking over has to be implemented. IQAC should be empowered in enhancing the quality of work in different aspects. <ul style="list-style-type: none"> - Being an autonomous college, there has to be freedom to work hence teachers contributing to certain benchmarks laid down by college, have to be given facilities like assistant support which will include financial support. - A budgetary allocation of around Rs. 5 lakhs to be provided to IQAC. Students email ids may not be deleted atleast for 3 years after their graduation or drop out in middle enabling us to acquire feedbacks from them and enabling the students to join our college back or extract their information from their emails. <ul style="list-style-type: none"> - This matter has to be discussed with the OIT understand the implications and a decision can be arrived. Passing out students from the college may be asked to contribute minimum Rs. 100/- under the alumni contribution. <ul style="list-style-type: none"> - Require registered alumni account for transparency. Developing remedial classes. <ul style="list-style-type: none"> - Identifying weaker students that don't get through examinations. - Involve Mentoring committee, wherein mentor is identify or analysis the reasons for failure to pass the examination. - Work towards such students. - Further even increase the percentage scoring of the students. 	
3.	Review on Course	IQAC Coordinator Shri N.S.S.Nadkarni mentioned to the



	Structure of Undergraduate Programmes by Vice Principal	<p>committee the reason for the change in the course structure i.e. the financial constrain faced due to the burden of additional teaching staff employed for the foundation courses. Hence the present 2 course structures have been designed with lots of brainstorming (by certain teachers) excluding the foundation courses of 12 credits and readjusting the 12 credits in other places.</p> <ul style="list-style-type: none"> - An request is put up to the DHE to provide more no. of students for the B.Sc. section. - Two presentations with explanations were provided by Anand Masur with the titles '2+1+1CS' and 'New CS' (enclosed) - Both the course structures have their pros and cons. - Presented course structure is a draft prepared due to constrain in time limit. College could come up with a better course structure with more time and inputs provided. - Suggestion: These course structure has to be put forth before every faculty member of the college to acquire their inputs. 	
4.	Others, if any	<ul style="list-style-type: none"> - Matter raised in Academic Council meeting dtd. 15.12.2020 required IQAC committee decision on the Physics departments procedure conduct of practical examination to be held at the end of the semester which was deviating from the college practical assessment policy- it is decided that such practice cannot be considered. 	
PCC/IQAC/2021/07-21		Rev:0	Prepared by: Bhavana Sawardekar
Approved by Dr. Shaila Ghanti, Chairman			Date: 24.06.2021 Page: 2 of 2



Shubam
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OF ARTS & SCIENCE (AUTONOMOUS)
MARGAO-GOA