

IQAC Minutes 2021-22

Minutes 1 –

Minutes of the meeting held on 18th October 2021 at 11:30 am

The meeting was held physically in Room No. 11 and the same was virtually screened through Google Meet to enable participation of all the members

Members Present

1. Prin. Dr. Somnath Vibhute- Chairman
2. Prof. Saritha Kurien – IQAC Coordinator
3. Fr. Rajesh Lopes – Management Representative
4. Mr. Richard Vaz- Management Representative
5. Dr. Agnes Lopes – Local Community representative (Online Google Meet)
6. Prof. Prof. Jose George – Local Academic Representative (Online Google Meet)
7. Dr. Anil Sonawane – Teacher Representative
8. Dr. Gatting Koli – Teacher Representative
9. Mrs. Vimla Rebello- Non-Teaching Representative
10. Prof. Satish Chandran – Academic Representative (Online Google Meet)

The following members were absent –

Mr. Chaitanya Veer- Teacher Representative (Absent)

Mr. George Jacob – Industry Representative (Absent)

The Chairman Principal Dr. Somnath Vibhute welcomed the committee members and initiated the meeting.

The coordinator Prof. Saritha Kurien presented the agenda to the members.

Agenda 1 : Minutes of the previous meeting

The IQAC Coordinator Prof. Saritha Kurien read the minutes of the last meeting.

The minutes was proposed by Dr. Cynthia D'costa and seconded by Prof. Jose George

Agenda 2 : Action Taken Report

Chairman Principal Dr. Somnath Vibhute read out the Action taken report.

Prof. Satishchandran – Add on courses to be more practical based for employment purposes.



Prof. Jose George suggested that formative assessment to be done regularly by teachers

Agenda 3 : Student Satisfaction Survey

IQAC Coordinator Prof. Saritha Kurien presented key highlights of the Student Satisfaction Survey. Total 638 respondents participated in this survey. The survey covered various aspects of Student satisfaction for eg. syllabus covered, deliver of content, preparation of teachers, google classroom, whatsapp group, mentoring etc.

Agenda 4 : New Projects in 2021-22

1. Curriculum Development Board formation and implementation of college certificate Course
2. Introduction of formative assessment for course linked with remedial courses
3. A Research committee to be formed and regular research
4. Regular meeting of the departments and formal minutes as per the format
5. An Internal Academic audit
6. A Green Audit
7. A Gender Audit
8. Installing a software programme in the office for handling the student needs (token System) to reduce waiting time and queuing /crowding
9. 3rd Cycle Accreditation
10. National Institutional Ranking Frame Work (NIRF)

Agenda 5 : Planning for the year 2021-22

1. IPR seminars to be conducted
2. A Research committee to be formed and regular research publications to be done.
3. Mentoring to be more formally organized with maintaining necessary record
4. Cloud space to be bought for better storage of college data
5. College campus should be fully wifi enabled
6. University certificate courses to be implemented the suggested courses are
 - a) Library department - Certificate Course in Sound and Film Editing
 - b) Commerce department (Bcom, BMS, BBI, BAF)
 - 1) Certificate Courses in Accountancy (17)
 - 2) Certificate Course in Accounts of Trusts & Co-operative Society.
 - 3) Certificate Course in Indirect Taxes(GST)



- 4) Certificate Course in Basic Accounting
- 5) Certificate Course in Direct Taxes (Income Tax)
- c) Bsc IT
 1. Diploma Course in Computer DTP,
 2. Multimedia Web Page Technician
7. Modernisation of Library and attached projects like NPTEL, Swayam etc.
8. Conference hall to be completed
9. Dynamic web-site to be further developed
10. Analysis of exit survey to be completed
11. More Faculty to be encouraged to complete PHD
12. A survey to be conducted to identify the reason for dissatisfaction of online pattern of teaching for 32% population
13. Occasional feed back about the teaching method to be taken by all teachers
14. Ensure that 100% of the students join google class room
15. NIRF to be completed.
16. Installing a software programme in the office (a online token system) where by students will be guided to the right person and their waiting time can be reduced
17. A study on students participation in extra Curricular activities to be conducted
18. IQAC google drive – Activity register
19. Regular meeting of the departments to be done and formal minutes in the format given to be submitted monthly
20. The following departments to be maintained under the leadership of HOD/In-Charges:
 - a. BA – Economics
 - i. MA (Eco)
 - b. BA – English
 - c. BA – Hindi and Marathi (under the leadership of Dr. Tonde)
 - d. BA- History
 - e. BA – RD
 - i. MA (RD)
 - ii. Research centre
 - f. BA – Socio & Psycho together (under the leadership of Prof. Priya)
 - g. Commerce
 - i. Bcom
 - ii. BMS
 - iii. BBI
 - iv. BAF
 - v. Mcom



h. Bsc IT

i. Msc IT

21. A Gender Audit to be conducted by College WDC in association with university WDC
22. An Internal Academic audit to be conducted based on information of 20-2
23. A Green Audit to be initiated
24. Modernisation of College Gymkhana
25. Complete the process of Alumini Registration as a Trust

The meeting came to an end at 1.15 pm as all the topics on the agenda were discussed and no other matter was raised by the members present.



Saritha Kurien
IQAC Coordinator



Dr. Somnath Vibhute

Principal

ST. GONSALO GARCIA COLLEGE
OF ARTS AND COMMERCE,
Vasai, Dist. Palghar -401 201

Minutes 2 :

Minutes of the IQAC meeting held on April 29th 2022 in the Seminar Hall.

The following members were present –

1. Principal Dr. Somnath Vibhuthu (Chair person)
2. Prof.Saritha Kurien – IQAC Coordinator
3. Fr. Rajesh Lopes - Management representative
4. Mr. Richard Vaz - Management representative
- 5 .Prof. Jose George - Local Community representative
- 6.. Dr. Gatting Koli - Teacher Representative
7. Dr. Anil Sonawane – Teacher Representative
8. Dr Chaitanya Veer - Librarian
9. Mrs Vimla Rebello – Sr.Administrative officer (Registrar)

The following members were absent -

Mr. George Jacob – Industry expert

Dr Agnes(Cynthia) D'costa – Local Community representative

M.Satishchandran – Local Community representative

Agenda 1 - Reading of Minutes.

IQAC Coordinator Prof Saritha Kurien read the minutes of the previous meeting .

Minutes was Proposed by : Prof.Jose George

and Seconded by: Dr. Gatting Koli

Agenda 2 - Action Taken Report was read by the Principal

● Add on courses

Dr. Gatting gave the details of add-on courses approval process. He resubmitted the file to the concern authority in the Affiliation Section. Also the application send by English department was missing at the University correspondence section; which was asked to resubmit by the University. Deputy Registrar of Affiliation gave assurance of speedy action the application.. Fr Rajesh said we should start some foreign



language courses for eg. Japanese and Spanish as those language are more demanded for seeking jobs and higher studies. Also we should focus on GST, and Excel Crash Course.

- **Students Satisfaction Survey:**

Prof Saritha elaborated the feedback given by the students regarding teaching- Learning with PPT presentation. Special focus was given on students suggestions section. Fr. Rajesh said Management will think about it and will take necessary actions.

- **Research Culture**

Prof. Jose Gorge showed the details of PBAS Analysis. In which research score was insufficient. Mr. Richard Vaz said that Research is an important area of concern because last NAAC committee has put special remark on it. Fr. Rajesh said that we have to create healthy research environment in the college by promoting research. Not only aided staff but self finance staff too be promoted to conduct research activities. Principal Dr Somanath Vibhute said our students participated in the Avishkar Research Convention where one group led by Dr. Chaitanya Veer was selected for Final. Dr. Gatting Said we give research projects to the students but those need to be properly channelised. Principal Dr. Vibhute said we will also focus on research by students and college will help students for conducting quality research.

- **Library**

Dr. Veer gave highlights of newly created separate Library website. Veer Sir also explained various initiatives taken by Library. Committee members congratulated Librarian Dr. Chaitanya for bringing continuous improvement and making Library more vibrant.

- **College Website**

Principal sir informed said that the college has a dynamic College website where teachers can add the academic updates made by them on the website. Teachers are given access credentials of College Website. It is noticed that some individual profiles of teachers were incomplete those need to be updated.

- **Alumini Association**

Prof Saritha said that Alumni Association to be formed as per the guidelines. To create Alumini Data Bank Alumini Registration and Feedback form is in process.



Agenda 3 -Future plans for Academic Year 2022-23 was read by IQAC Cordinator Prof. Saritha Kurien.


PLANNING FOR 2022-23

1. Study and publications to be initiated by Research Committee.
2. Completion of NAAC accreditation 3rd Cycle
3. NIRF 2022 to be submitted
4. Host intercollegiate cultural, sports and other cocurricular activities
5. Planning and execution of an international conference / workshop/ seminar.
6. Internship programmes and tie up with industries to be planned for the students.
7. At least 10 teachers should undertake minor research projects of the University or UGC approved organisations
8. Green Audit to be conducted
9. Gender Audit of the college
10. Landscaping of the college campus
11. Canteen to be made functional in the new building
12. Regular filling of Learning Management System (LMS) and Accreditation Data Management System (ADMS)
13. Department should organised seminar and workshop for students and teaching community
14. Faculty enhancement programmes for teaching and non teaching faculties to be organised.
15. Teacher exchange programme to be organised with neighbouring college
16. Formative assessment activities to be monitored by the department heads or incharges.
17. University Certificate courses to be introduced.
18. Research Culture to be developed among the teaching faculty.




19. Usage of NLIST, DELNET to be increased among students and teachers in the college.
20. Mentoring to be strengthened under the MOU with Mentor to Be.
21. ICT infrastructure to be strengthened.

As there were no other matter for discussion , Chairman Principal Dr. Somnath Vibhute thanked members for being present and the meeting came to an end at 1.30 pm..


Saritha Kurien
IQAC Secretary




Dr. Somnath Vibhute
PRINCIPAL
ST. GONSALO GARCIA COLLEGE
OF ARTS AND COMMERCE,
Vasai, Dist. Palghar -401 201

ACTION TAKEN REPORT 2021-22

Student Satisfaction Survey

Student Satisfaction Survey 2021-22 was completed and analysis and observations were submitted to the Principal.

New Projects in 2021-22

1. Curriculum Development Board formation and implementation of college certificate Course – was formed and 5 add on courses were launched

S N o	Course Name	Course Coordinator	Students Enrolled	Students Completed
1	Basics of Financial literacy	Dr. Somnath Vibhute	63	57
2	Personal Accounting and financial Planning	Dr. Macnoble Dcruz	80	64
3	Introduction to the Science of Yoga , Pranayama and meditation	Prof. Sujata Kulkarni	18	6
4	Basics of language and Communication Skills	Dr. Anil Sonawane	56	36
5	Self Defense Training	Mr. Suryaprakash Mundpat	14	12

2. Introduction of formative assessment for course linked with remedial courses -

The IQAC prepared a presentation and guided the faculty on Formative assessment. Faculty were asked to maintain records of their formative assessment interactions on a common google sheet for reference.

The faculty members are doing the formative assessment after test taken. After analysing the results corrective measures were taken through additional lecture or remedial action for needy students. Formative Assessment was done by the faculties for their respective courses.

<https://docs.google.com/spreadsheets/d/1Wdz7qfssioaNyzS45KqrvxPyIjOe3G8ROKbULGK-oXs/edit#gid=1883695003>



- 3. A Research committee to be formed and regular research –**
Research Committee was formed and given the responsibility to undertake research based activities at post graduate level and undergraduate level.
- 4. Regular meeting of the departments and formal minutes as per the format-**
Meetings were conducted by committee in charges and Head of the Departments regularly and minutes are maintained for the same in the format given.
Principal is informed and updated of the decisions taken. Regular meeting.
- 5. An Internal Academic audit**
Internal academic audit has not been completed.
The Procedure for conducting external Academic and Administrative Audit has been undertaken.
- 6. Green Audit –**
An external agency Saur Engineers and consultants Pvt. Ltd. was appointed for conducting the green Audit.
- 7. Gender Audit –**
Letter of intent was sent , the audit could not been be completed
- 8. 3rd Cycle Accreditation-**
AQAR 2021-22 was completed, and necessary documents as per SOPs are being collected. Criteria In Charges are collecting the documents as per SOP to be uploaded.
- 9. National Institutional Ranking Frame Work (NIRF)**

NIRF rankings registration and procedure completed
- 10. IPR seminars to be conducted –**
IPR seminar was organised by the Commerce Department. Department of Commerce and IQAC jointly organised IPR awareness Programme in association with Office of Controller General of Patents Designs and Trade Marks, Ministry of Commerce and Industry , GOI on 17th Feb,2022.
- 11. Mentoring to be more formally organized with maintaining necessary record –**
Mentors are appointed for the classes , but interactions need to be documented by mentors. A memorandum of undertaking was signed with Mentor to be , Bengaluru for the same
- 12. College campus should be fully wifi enabled**



Strong internet routers are fixed on the first and second floors of Building 1. And in Building 2 in the library.

13. University Certificate Courses to be implemented -

The following courses have been applied for, but due to COVID-19 pandemic the process has slowed down.

Commerce department (Bcom, BMS, BBI, BAF)

- 1) Certificate Courses in Accountancy (17)
- 2) Certificate Course in Accounts of Trusts & Co-operative Society.
- 3) Certificate Course in Indirect Taxes(GST)
- 4) Certificate Course in Basic Accounting
- 5) Certificate Course in Direct Taxes (Income Tax)

English and Hindi Department

- 1) Film Appreciation

14. Modernisation of Library and attached projects like NPTEL, Swayam etc.

Library reading hall was extended for more providing more reading area to students and better arrangement of books shelves. New double sided racks were also purchased for stacking the books.

15. Conference hall to be completed

The Conference hall work was successfully completed and inaugurated by the management.

16. Dynamic web-site to be further developed

IQAC asked the vendors to prepare departmental tabs and sub menus for departments to update current and upcoming activities of the departments.

17. Analysis of Exit Survey to be completed

Needs to be done

18. Faculty to be encouraged to complete PHD

2 Professor have registered

19. A study on students participation in extra Curricular activities to be conducted

Needs to be done

20. IQAC google drive - Activity register



Has been created and is being updated by departments and committees after completion of programmes.

21. **The following departments to be maintained under the leadership of HOD/In-Charges:**

- a. BA – Economics
 - i. MA (Eco)
- b. BA – English
- c. BA – Hindi and Marathi (under the leadership of Dr. Tonde)
- d. BA- History
- e. BA – RD
 - i. MA (RD)
 - ii. Research centre
- f. BA – Socio & Psycho together (under the leadership of Prof. Priya)
- g. Commerce
 - i. B.Com
 - ii. BMS
 - iii. BBI
 - iv. BAF
 - v. MCom
- h. Bsc IT
 - i. Msc IT

Is functional in the manner mentioned above.

22. **Modernisation of College Gymkhana-**

The college gymkhana has been shifted in Building 2 which is more spacious to accommodate more students and more games. New sports equipment

23. **Alumni Registration as a Trust -**

Alumni Registration Draft is prepared , and is awaiting approval of the Governing body.



Dr. Gating gave the details of add-on courses approval process. He resubmitted the file to the concern authority in the Affiliation Section. Also the application send by English department was missing at the University correspondence section; which was asked to resubmit by the University. Deputy Registrar of Affiliation gave assurance of speedy action the application.. Fr Rajesh said we should start some foreign language courses for eg. Japanese and Spanish as those language are more demanded for seeking jobs and higher studies. Also we should focus on GST, and Excel Crash Course.

- **Students Satisfaction Survey:**

Prof Saritha elaborated the feedback given by the students regarding teaching- Learning with PPT presentation. Special focus was given on students suggestions section. Fr. Rajesh said Management will think about it and will take necessary actions.

- **Research Culture**

Prof. Jose Gorge showed the details of PBAS Analysis. In which research score was insufficient. Mr. Richard Vaz said that Research is an important area of concern because last NAAC committee has put special remark on it. Fr. Rajesh said that we have to create healthy research environment in the college by promoting research. Not only aided staff but self finance staff too be promoted to conduct research activities. Principal Dr Somanath Vibhute said our students participated in the Avishkar Research Convention where one group led by Dr. Chaitanya Veer was selected for Final. Dr. Gating Said we give research projects to the students but those need to be properly channelised. Principal Dr. Vibhute said we will also focus on research by students and college will help students for conducting quality research.

- **Library**

Dr. Veer gave highlights of newly created separate Library website. Veer Sir also explained various initiatives taken by Library. Committee members congratulated Librarian Dr. Chaitanya for bringing continuous improvement and making Library more vibrant.

- **College Website**

Principal sir informed said that the college has a dynamic College website where teachers can add the academic updates made by them on the website. Teachers are given access credentials of College Website. It is noticed that some individual profiles of teachers were incomplete those need to be updated.




PRINCIPAL
ST. GONSALO GARCIA COLLEGE
OF ARTS AND COMMERCE,
Vasal, Dist. Palghar -401 201.