ST. GONSALO GARCIA COLLEGE,VASAI.

Minutes of the meeting held on 17 March 2021 at 11:30 am

The meeting was held physically and the same was screened though zoom 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. Cynthia Lopes – Local Community representative (Via Zoom)
6. Prof. Prof. Jose George – NAAC Co Ordinator
7. Dr. Anil Sonawane – Teacher Representative
8. Dr. Gatting Koli – Teacher Representative
9. Mr. Chaitanya Veer- Teacher Representative
10. Mrs. Vimla Rebello– Non-Teaching Representative

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

NAAC coordinator Captain Jose George presented the agenda for the meeting.

Agenda -1 – Minutes of the last meeting

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

Minutes were passed and seconded by Mr. Richard Vaz and Fr. Rajesh Lopes respectively.

Agenda -2 – Action taken report

NAAC Coordinator Prof. Jose George readout the action taken report and various initiatives and programs conducted by the various departments of the college were discussed.

Agenda -3 – Suggested activities for the next year

A. Add on Courses

Prof. Saritha Kurien presented the various types of add on courses offered by University viz. Certificate Courses, Diploma Courses , Degree Courses offered by University.

    a. The proposed courses:
- i. Language department
    1. Certificate Course in French (Intensive)
    2. Certificate course in Professional proficiency in English (67)
    3. Certificate Course in French (128)
- ii. Library department
    1. Certificate Course in Sound and Film Editing
- iii. 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)
- iv. Bsc IT
    1. Diploma Course in Computer DTP,
    2. Multimedia Web Page Technician
- v. Get suggestion from Economics, RD, History

B. Feedback

Exit surveys to be conducted every year end and it is to be analysed by the teachers and a combined report and suggestions to be framed. Head of the department must forward such suggestions to the Board of studies in a formal manner. Departments should collect employee feedback

C. Mentor Mentee Ratio

Mentor mentee ratio need to be improved to reach the standards set by UGC and NAAC. It is to be reduced by appointing more fulltime teachers in place of clock hour teachers

D. Field Projects / Internships

The departments need to plan Field Projects or Internship for their students

a. A research Cell can be formed and they can guide and help in small research activities through the projects

E. Mentoring

Declare policy regarding mentoring and the records to be maintained by the mentors and expected routine activities of mentors.

It was reported that full time teachers are allotted certain number of students for mentorship. Teacher are maintaining record of mentor mentee interaction.

F. IPR seminars

Organise IPR seminars and workshop for students and faculty include students and faculty from other colleges also.

G. Avishkar

Plan activities for Avishkar – encourage students and faculty to participate

H. Faculty exchange and student exchange programmes

Faculty exchange and student exchange programmes with neighbouring colleges need to be arranged by different departments

I. Competitive Examination Cell

Competitive examination cell to be formed and regular classes to be arranged for able and interested students (a committee consists of in-charges of NCC, NSS, DLLE can be formed)

J. Cloud Space

The College needs cloud space for keeping the soft data.
Recommendation and Decision -It was suggested to take advice from experts on obtaining cloud space for the college eg., Google, Microsoft etc., It was also decided to consult the service providers whether they can use our cloud space.

K. Incentives for pursing PHD

It was suggested that more and more faculty members to be encouraged to pursue PHD. It was also suggested that a Policy for providing incentives to be framed for faculty in regard to pursuing of PHD. The same to be framed and informed to the faculty members.

L. Enhancing Library facilities

The NPTEL , Swayam and Research room to be prepared. Possibility of getting CSR fund for sponsoring purchase of computer etc., for the NPTEL room to be considered. (proposed by Mr. Chaitanya Veer – Librarian)

- A Media centre (Recording room) to be prepared
- The users of N-List and INFLIBNET to be enhanced
- Number of users using different facilities of the library to be maintained
- Librarian Chaitanya Veer suggested use of High Speed Server for OPAC

M. Modernised College Gymkhana

A modernised College Gymkhana is to be developed on war footing. The same to be initiated in a bigger room with new equipments.

N. Activities of Shooting range

It was suggested to form a club and an MOU with a trainer for shooting range to be arranged.

O. Class room and Geo-tagging

Class room and other facility boards to be prepared and geo-tagged photos to be placed in the website.

P. Dynamic Web-site

It was suggested that a Dynamic web-site to be developed. This can be discussed with our service provider Master-Soft

Q.   Conference – Hall –

It was suggested that a possibility for making a conference hall in the main building to be considered.

R. ICT based teaching

Currently 36 teachers are using ICT in Teaching- Learning process. Our Lectures are conducted through Google meet via Google Classroom. Where teachers are using PPT, PDF, Videos to enhance the quality of Teaching.

K. **Action from Result Committee**

The interval between the examination conducted and declaration of result to be reduced

Make available results course-wise to the faculty for analysis

Announce the policy of declaring results both consolidated and individual marksheets

Announce the policy regarding re-checking of answer books

L. **Examination Committee**

An SOP to be prepared covering the exam procedure containing

   vi. The date of declaration of the date of exams well in advance

  vii. Questions bank provisions to students

 viii. Making available past question papers (in collaboration with Library)

   ix. Continuous evaluation procedures – internal examination

    x. Model or prelim exam, online test etc.,

   xi. Mock examination details

M. **IQAC**

➢ Organise the PO, CO, Mapping by Faculty

➢ Train Heads of department to systematic preparation of Teaching plan and records to be maintained by the HODs on teaching plan and PO, PSO and CO

N. **Language club**

Dr. Anil Sonawane , HOD English Department was asked to Initiate about establishing a language Club.

O. **Student Satisfaction survey**

➢ Questions to be redrafted and analysis of the respondents to be done and

➢ Suggestions and recommendations to be informed to the Principal for necessary action

The meeting came to an end after the prayer by Fr. Rajesh Lopes at 2.10 PM

Prof. Saritha Kurien   **Dr. Somnath Vibhute**

Secretary   **Chairman**