

## Minutes of the IQAC Meeting held on June 20<sup>th</sup> 2019

A Governing Body Meeting of the IQAC was held on Thursday, the 20<sup>th</sup> of June 2019, in the Computer Laboratory at 10.30 am.

The members present for the meeting were:

- 1) Dr. Delia Antao (Officiating Principal)
- 2) Dr. Russell D'Souza (IQAC Coordinator)
- 3) Ms. Maria Fernandes
- 4) Ms. Ximena Fonseca
- 5) Ms. Suvarna Gauns
- 6) Ms. Eutemia Fernandes
- 7) Mr. Subodh S. Haldankar
- 8) Dr. Pinheiro
- 9) Dr. Ubaldinha Noronha
- 10) Dr. Saba Da Silva
- 11) Dr. Cindy D'Silva
- 12) Ms. Lia D'souza
- 13) Ms. Karla D'sa

Dr. Delia Antao started the meeting at 10.30 a.m. with a prayer. Dr. Russell D'souza read the minutes of the IQAC meeting held on 5<sup>th</sup> March, 2019. They were approved by Dr. Ubaldinha Noronha and seconded by Ms. Eutemia Fernandes.

The following points were discussed during the meeting.

Dr. Russell D'souza informed the members that the following works were initiated or completed.

- Quantifying the workload of teachers
- Attendance system to be in place which would be extrapolated into an MIS
- Student mentoring per subject is introduced
- Documentation of On- Campus activities has started
- Science and Maths Club installed
- Science newsletter 'Scinogen' to be quarterly
- MOOCS – students were introduced to MOOCS. In March 2018, 16 recordings were done by 32 students from Science, History and Geography at the DDLI Goa University – Plan to collaborate with NCERT – Pilot with SWAYAM
- A State Level Workshop on Research Methodology was organised by IQAC
- STEAM Lab started earlier in the year. 55 students from FY and 12 from SY. Since the Lab was started in January 2018, only 12 SY students could be enrolled.

Dr. Delia Antao informed that the Hardware for the STEAM Lab was financed by RUSA. She said that the experience using a modern tool would benefit the students

Dr. Pinheiro informed that NAAC has defined the functions of IQAC and as per NAAC, IQAC is the planning body. The college must conduct a minimum of 2 meetings if it follows the Annual exam pattern. Otherwise a minimum of 4 meetings if a Semester pattern is followed. The Action Taken report has to be read and minutes can be emailed to all the members

Dr. Russell D'souza informed the members that NAAC is not doing the assessment and accreditation (A&A) of TEI wef June 2017- who is going to do is not clear. Hence, the question of AQAR does not arise. Dr. Pinheiro said that, if such is the case, then, you don't have a body for assessment and accreditation and therefore the submission of AQAR does not arise. He questioned if the other B.Ed College in Ponda does it, to which a reply in the negative was given by Dr. Russell D'Souza.

Dr. Ubaldinha Noronha made it clear that the AQAR format is available on the NAAC website. The College has to register on the NAAC portal and then the reports should be uploaded annually. She informed the members that reports of every year have to be uploaded and that every report has a submission deadline. She suggested that the college can proceed with the old AQAR submission till a new A & A body is not put in place.

Dr. Pinheiro said that the college must constantly check the NAAC website. To facilitate this someone from the college can be given the task. He said that the NAAC website is updated almost every day. He cautioned the members said that it takes a minimum of 6 months to upload all documents on the NAAC portal.

Dr. Ubaldinha Noronha enlightened the members by telling that there is a manual on the NAAC website applicable to general colleges. She too suggested that the NAAC website should be checked every 15 days.

Ms. Suvarna Gauns said that in the meanwhile the college can keep its documents ready which can be uploaded on the website

To a query on Add-on courses, Dr. Ubaldinha Noronha said that if the STEAM Course is offered free, then it can be called as an Extension Course or an Add-on Course. If fees are collected, then it should be a Certificate Course of 30 hours or Diploma of 50 hours or Advanced Diploma if more than 50 hours. She further said that everything has to be approved by the BoS. So, its advisable to draft the syllabus and get the Academic Council approval. She said that an MoU has to be for 12 months not 3 years (STEAM Lab) when told that the MoU was for a tenure of 3 years.

With respect to NIRF, Ms. Ximena Fonseca said that other colleges have different departments so they can apply for NIRF. Dr. Ubaldinha Noronha informed that the college must apply by September for NIRF. Dr. Russel De Souza said that Education as a discipline does not feature in the list. Dr. Pinheiro said that NIRF can be sent a query on this.

With respect to API, Dr. Ubaldinha Noronha said that API should be done every year by every faculty. Dr. Russell De Souza said that scrutiny for CAS is done by the college and then sent to the DHE/Goa University. She further added that all promotion related documents to be addressed to the Principal and from the Principal it should go to IQAC.

Dr. Saba opined that it is advantageous for the college to sign MoU with institutes internationally. He also requested the college to conduct office specific training courses like Tally on the lines of GU-HRD. The courses can be of 3 – 4 days duration. In addition to this, the college can conduct special Short Term Courses for teachers and could even float a certificate programme for training college teachers. He also insisted that PFMS should be used by the college for its financial dealings. Prof. Saba also highlighted the importance of the Students Satisfaction Survey which is important for NAAC. Dr. Ubaldinha Noronha added by saying that Student Survey reports have a word limit

Dr. Ubaldinha Noronha further said that DHE has a provision to sponsor some amount for an MIS. Grants for conferences/workshops can be availed from DHE. The college can organise a 2 weeks programme / weekend course or vacation course where lesson planning can be taught to college teachers. Dr. Pinheiro opined that paper setting can be taught during such programmes. Ms. Fernandes added that classroom management and class control can be taught too.

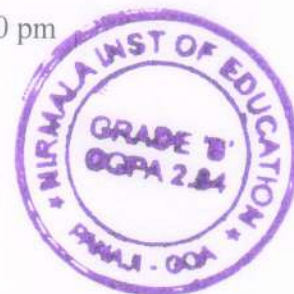
To a query to Dr. Saba about the attendance software used by them, he said that they use Fedena (Proprietary). He said that an MIS should be in place as well as subscribe to Cloud Storage. Digitization of documents as well as digital signature of Principal must be in place. Dr. Ubaldinha Noronha said that it is advisable to create official e-mail id's for faculty. No personal mail id's to be used. A Digital Folder can be created and used by the Principal for Teacher Assessment

Dr. Pinheiro said that a Parents Teachers Association (PTA) is necessary. He was informed that the college did have a meeting once in the past. Dr. Saba said that an Alumni Association is required for NAAC and the registration amount can be incorporated in the fees.

Dr. Pinheiro was of the opinion that the college collect exit feedback from students on the Farewell Day. This feedback is different from faculty assessment. Dr. Ubaldinha Noronha further said that feedback from students, parents and teachers is required. She also opined that the college must create provisions for the Visually Challenged and if required obtain certificates of disability from physically challenged students (if any). Focus should be on Environmental Issues. She was informed by Dr. CDelia that we have ramps on campus as well as washrooms for the physically challenged that are in place. She further informed that water filters are installed and Grey water harvesting is initiated by the College. Ms. Eutemia Fernandes suggested that Solar panels may be installed.

When queried about canteen facilities, Dr. Ubaldinha Noronha advocated a canteen since the college operates full day programmes. She said that the Women's Self Help Groups could be asked to help out with the canteen

Ms. Eutemia Fernandes proposed the Vote of Thanks. The meeting ended at 12.20 pm



## Minutes of the on-going IQAC Meeting

The on-going IQAC meeting was held 10/01/2020 in the ICT Laboratory at 3:45 pm

### Agenda:

1. Planning for Annual Work with the Community
2. AOB with the permission of the Chair

Dr. Antão and Ms. Eutemia Fernandes informed the Faculty that the CCP has always been pleased with the service rendered by NIE to sensitize the residents and floating population within its jurisdiction.

Mrs. Fonseca and Mrs. Suvarna Gauns suggested that we could look at a Village Panchayat instead of an area administered by the CCP.

Dr. Russell De Souza suggested that we could liaise with the VP Taleigao and conduct a collaborative campaign. He did inform that the Sarpanch of the VP, Taleigao is open to change and would readily accept. He accepted the responsibility to liaise with the Sarpanch and if needed the local MLA for a favourable response.

The Faculty suggested that we need to visit homes and commercial establishments to impress upon the need to shift from using plastic to eco-friendly materials such as paper and fabric. In addition, street plays on waste management and water conservation could be conducted at the main market and also a talk show on different aspects of Swachhata such as; physical, mental, environmental and social.

Strategies had to be framed so as to actively engage all the F.Y.B.Ed. and S.Y.B.Ed. students totalling to 200 under 15 faculty members.

### Attendance:

Dr. Delia Antão Officiating Principal (Chairperson)

Dr. Russell De Souza Asst. Professor (Co-ordinator)

Mr. Subodh Haldankar Asst. Professor (Secretary)

Mrs. Suvarna Gauns Assoc. Professor (Member)

Mrs. Ximena Fonseca Assoc. Professor (Member)

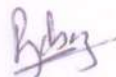
Ms. Eutemia Fernandes Asst. Professor (Member)

### And other Faculty Members

The meeting ended with a vote of thanks by Dr. Delia Antao Officiating Principal (Chairperson)

  
Dr. Delia Antao (Chairperson)



  
Dr. Russell De Souza (Co-ordinator)

## Minutes of the on-going IQAC Meeting

The on-going IQAC meeting was held on 20/05/2020 in the Lecture Hall at 12:30 pm

### Agenda:

1. NAAC related
2. AOB with the permission of the Chair




Dr. Delia Antao the Officiating principal and Chairperson of the IQAC welcomed the members to the IQAC meeting. All the faculty members were a part of this meeting








Dr. Russell De Souza and Mrs. Ximena Fonseca had attended a workshop on NAAC organized by Rosary College, Navelim in the month of March, 2020. This meeting was called to explain to the faculty the protocol to be followed in going ahead with NAAC. Dr. Russell De Souza informed the Faculty that he had created a Main Information Template as depicted in the image below.

### Main Information Template

(Double click on the icons to access information. To close, click on close button X)

You are provided with the following information for NAAC.

- |  |   |  |
|--|---|--|
| 1. Criterion/criteria chosen by faculty                            | } | <br>Criteria and Structure.docx                |
| 2. Structure of Process of NAAC A&A                                |   |  |
| 3. Teacher Education College manual (All criteria is in here)      |   | <br>Teacher Education College Manual-04-03-20 |
| 4. Data Template Teacher Education                                 |   | <br>Data Template Teacher Education-04-03-20  |
| 5. CRITERIA (.ppt presentations related to each of the 7 Criteria) |   |  |

Criterion	.ppt Presentations (By: Dr. Odetta Mendonza)
1	 Criterion 1.pptx
2	 Criterion 2.pptx
3	 Criterion 3.pptx
4	 Criterion 4.pptx
5	 Criterion 5.pptx
6	 Criterion 6.pptx
7	 Criterion 7.pptx

He requested the Faculty to read the whole NAAC Manual for TE and in particular familiarize the self with the chosen component. The structure and process of NAAC A&A was also explained.

**Attendance:**

Dr. Delia Antao Officiating Principal (Chairperson)

Dr. Russell De Souza Asst. Professor (Co-ordinator)

Mr. Subodh Haldankar Asst. Professor (Secretary)

Mrs. Suvarna Gauns Assoc. Professor (Member)

Mrs. Ximena Fonseca Assoc. Professor (Member)

Ms. Eutemia Fernandes Asst. Professor (Member)

**And other Faculty members**

The meeting ended with a vote of thanks by Dr. Delia Antao Officiating Principal (Chairperson)



Dr. Delia Antao (Chairperson)



Dr. Russell De Souza (Co-ordinator)

