

Minutes of the meeting held on 21st September 2019 at 11:30 am

Members Present:

1. Prin. Dr. Somnath Vibhute- Chairman
2. Prof. Jose George- Coordinator
3. Fr. Rajesh Lopes – Management Representative
4. Mr. Richard Vaz- Management Representative
5. Dr. Cynthia D’costa – Local Community Representative
6. Mr. George Jacob- Industry Expert
7. Prof. Saritha Kurien – Teacher Representative
8. Dr. Anil Sonawane – Teacher Representative
9. Prof. Gatting Koli – Teacher Representative
10. Mr. Chaitanya Veer- Librarian
11. Mrs. Vimala Rebello– Non-Teaching Representative

Principal Dr. Somnath Vibhute welcomed the committee members. The coordinator Prof. Jose George read the minutes of the last meeting held on. 16th March,2020. The minutes was passed unanimously by the members present in the meeting.

Co-ordinator Prof. Jose George informed the committee that we have to submit our SSR in time. Methodology of reporting is changed, 70% marks of evaluation will be done on data submitted online and 30% marks will be given by Peer team members. All AQAR of the previous years have to be submitted in the new format by March 2020. He also clarified the reason for delay.

Further there was a deliberate criteria wise discussion on new AQAR methodology.

Criteria I : Curriculum Aspects

After discussion it was proposed that University Certificate Courses should be taken up in the Subject of English, Commerce, Research Methodology, Social Work/ Prof Anil and Prof Gatting were given the responsibility of finding probabilities of initiating the course.

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It was proposed that curriculum enhancement programs on soft skills, personality development, academic writing, CV writing, and facing interviews should be focused on.

Criteria II: Teaching and Learning

In order to improve the ICT facilities and providing high speed connectivity, new options to be explored and it was proposed to look into Reliance giga fibre lines.

For mentor mentee ratio, full time teachers should be taken. If possible more full timers could be taken instead of part time and visiting faculty.

Program outcome and course outcome to be written for courses and programmes to improve better planning of teaching and improved results.

Student satisfaction surveys were taken which would be helpful to understand students needs and develop enhanced college experiences.

Criteria III : Research , Innovations and Extensions -

To expose students to practical knowledge Mr. George Jacob volunteered to arrange for some activities for the export marketing students. He also suggested to invite lawyers who could talk on Intellectual Property rights (IPR) It was also suggested to encourage participation in Avishkar which is research based programme for students and teachers.

Setting up of incubation centre to support new ideas and entrepreneurial skills of students and also a way of using the expertise of the faculty should be worked out.

Incentives to be given to faculty who have completed their PH.D . as a sense of appreciation. If possible monetary incentives could be given to the achievers.

Faculty exchange and student exchange programmes with neighbouring colleges should be initiated by signing a formal MOU with the college.

To increase linkages internship with BCCB , Suvarta and Shantidoot could be initiated for giving students practical exposures.

MOUs with Technoserve exists. More could be thought about with SEBI, BSE etc.

Criteria IV: Infrastructure and Learning Resources

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The budget allocation details should be taken from the office for filling the SSR. Mrs. Vimla Rebello could provide the necessary documents.

Provision of computers, printer and photocopy facility for students in the library should be provided.

The facility of INFLIBNET's N-List, DELNET should be promoted among students and teachers. E-resources, MOOCs should be popularised among faculty and students. It was informed that college has applied for NPTEL chapter.

In order to increase the more effective access to internet services there is need to introduce high speed server in the college. And management is positive and looking into the matter

Expenditure incurred on the new building should e showed as year wise expenditure and not in a consolidated manner.

Criteria V: Student Support and Progression

Book bank facility for needy students should be retarded and functional once again.

Language Lab can be started by Language Departments with existing equipments.

In order to encourage and prepare students to participate in various Competitive examinations, a committee consisting of faculty members can be given the responsibility.

Records of transcript issued should be maintained in a separate register for tracking student progression in higher studies.

The students' achievements with regards to sports and cultural activities should be highlighted on college website on regular basis.

Alumni of the college should be registered at the earliest with the concerned authorities.

Criteria VI: Governance & Criteria

Criteria VII: Best Practices

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It was decided that there will be a separate meeting and discussion on Criteria VI and VII on 25th September 2019 with Principal, Vice-Principal and Management representatives. It was also suggested that code of conduct and best practices of good colleges could be looked up for getting some innovative inputs.

Next meeting was proposed to be scheduled in the December. Vice Principal Jose George gave vote of thanks and the meeting ended at 1:50 pm.

Jose George

Secretary

Dr. Somnath Vibhute

Chairman

Minutes of the meeting held on Saturday 14th December 2019 at 11:30 am

Members Present:

- 12.Prin. Dr. Somnath Vibhute- Chairman
- 13.Prof. Jose George- Coordinator
- 14.Fr. Rajesh Lopes – Management Representative
- 15.Mr. Richard Vaz- Management Representative
- 16.Dr. Cynthia D’costa – Local Community Representative
- 17.Prof. Saritha Kurien – Teacher Representative
- 18.Dr. Anil Sonawane – Teacher Representative
- 19.Prof. Gating Koli – Teacher Representative
20. Mr. Chaitanya Veer- Librarian
21. Mrs. Vimla Rebello– Non-Teaching Representative

Absent – Apologies were received from Mr. George Jacob and Prof. Satichchandran .Principal Dr. Somnath Vibhute welcomed the committee members. The coordinator Prof. Jose George read the minutes of the last meeting. The minutes were passed unanimously.

Agenda 1 : Survey on Infrastructure facilities conducted by IQAC

The coordinator presented the analysis.

1. College Canteen

Excellent	-	2
Very Good	-	6.5
Good	-	31.2
Satisfactory	-	32.2
Poor	-	28.1

SUGGESTIONS:

- a) The canteen facility needs to be improved.
- b) Internal layout to be attractive.
- c) More variety of food at reasonable prices needs to be offered to increase the users.
- d) No. of users to be recorded on a daily basis – on the food items opted by the students and a suggestion box also can be installed. This will help to understand the food preferences and grievances of the students.

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The management representative Fr, Rajesh Lopes Administrator informed that separate canteen facility is being provided in the new building with more space and better interior, seating etc. The Canteen contract will be given through open tenders.

2. How do you rate your college Office?

Excellent	-	6.5
Very Good	-	15.6
Good	-	39.7
Satisfactory	-	26.1
Poor	-	12.1

SUGGESTIONS:

- More spacious room to be provided for the office.
- More equipments like printer, computers to be provided to the staff.
- Office to be fully computerised .
- Staff to be trained to handle different software to be used in the office.
- More staff to be recruited for reducing the burden on existing staff.

Management informed that the present office will be shifted to the ground floor and more space will be provided for office functioning and documentation. Computers would be replaced or upgraded for efficient use.

3. How does the Office -staff deal with you

Supportive	-	13.1
Helpful	-	50.5
Indifferent	-	16.7
Rude	-	9.6
Not bothered	-	10.1

4. How do you rate the behavior of the staff

Supportive	-	20.1
Helpful	-	47.2
Indifferent	-	16.6
Rude	-	10.6
Not bothered	-	5.5

SUGGESTIONS:

- Periodic training programmes to be arranged for the office staff.

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- b) Non-teaching staff work needs to be evaluated individually periodically.
- c) Training to be provided to office staff for better handling of various stakeholders.
- d) Benchmarks to be decided for issuing of various certificates like Transfer certificate, railway concessions, duplicate marksheets, bonafide certificates, transcripts etc.
- e) Visiting time to be decided for students and other stakeholders.

Management informed that visiting hours signboards will be placed in front of the office and the same will be published in the website.

5. What is your opinion about response of the office towards your needs

prompt	- 27.3
slow	- 49.5
ignore	- 6.1
needs improvement	- 17.2

SUGGESTIONS :

- a) It will be better to arrange training programme to improve the efficiency and service.
- b) Decide on a time bound service provision and communicate to the office staff.
- c) The no. Of days will act as a bench mark for office functioning.
- d) This will be supported by a register showing date of application and date of execution

6. How do you rate your college Gymkhana.

Excellent	-	1.5
Very Good	-	7.1
Good	-	25
Satisfactory	-	33.7
Poor	-	32.7

7. Is there necessary equipment in the college Gymkhana

- a. Excellent - 2.1
- b. Available - 42.6
- c. Not in Good condition - 30
- d. Not available - 25.3

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8. your view on selection for Inter-collegiate competition

a. Impartial	-	8.8
b. students are encouraged to participate	-	53.4
c. Satisfactory	-	25.9
d. Partial	-	11.9

9. Your view on availability of Coach

a. Regular	-	34.6
b. Irregular	-	5.8
c. not available	-	5.8
d. I don't know	-	53.9

SUGGESTIONS:

- a) Gymkhana to be shifted to new building with more space.
- b) Gymkhana needs to be upgraded
- c) New equipment's to be introduced in the gymkhana.
- d) Stock register and dead stock register to be maintained.
- e) Time should be more flexible for better use of the facilities by the students.
- f) A dedicated staff assigned will help the proper maintenance of gymkhana and sports.
- g) The duties and responsibilities of the coaches must be well defined.
- h) Name and available time of coaches to be displayed in the Gymkhana.
- i) Register of users of Gymkhana to be maintained.
- j) A suggestion box to be placed in Gymkhana.
- k) No. of users will be the bench mark for the efficiency of the gymkhana.

10. How do you rate your college Library

Excellent	-	30.3
Very Good	-	32.8
Good	-	28.3
Satisfactory	-	7.1
Poor	-	1.5

11. How are the library services provided

Excellent	-	30.5
Very Good	-	33.5
Good	-	25.9
Satisfactory	-	9.1
Poor	-	1

12. How does the Library staff deal with you

Supportive	-	31.8
Helpful	-	55.6

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- | | | |
|--------------|---|-----|
| Indifferent | - | 6.6 |
| Rude | - | 4.5 |
| Not bothered | - | 1.5 |
13. What do you say about library timing (time 7.00AM to 4 PM)
- | | | |
|----------------------|---|------|
| Adequate | - | 90.4 |
| Inadequate | - | 2.5 |
| Needs to be changed- | | 7.1 |
14. How frequently you visit the library
- | | | |
|---------------|---|------|
| every day | - | 20.1 |
| 3 days a week | - | 17.6 |
| 2 days a week | - | 13.6 |
| once a week | - | 43.7 |
| never | - | 05.0 |
15. DO you know about the N-List facility of the library
- | | | |
|-----------------------|---|------|
| Yes | - | 8.9 |
| No | - | 56.8 |
| not informed | | 30 |
| informed but not used | - | 2.6 |
| not needed | - | 1.6 |
16. Does the library have sufficient books for your need
- | | | |
|------------------------|---|------|
| a. Always Available | - | 21 |
| b. Available | - | 50.8 |
| c. sometimes available | - | 24.1 |
| d. unavailable | - | 1.5 |
| e. never available | - | 2.6 |
17. Is the library staff willing to help you
- | | | |
|------------------------|---|------|
| a. all ways Available | - | 34 |
| b. Available | - | 48.5 |
| c. sometimes available | - | 16.5 |
| d. unavailable | - | 0.5 |
| e. never available | - | 0.5 |
18. Does the computer provided in the library is sufficient for students use
- | | | |
|--|---|------|
| More than enough | - | 4.3 |
| Sufficient | - | 47.6 |
| not sufficient | - | 15 |
| provided computers are rarely available for students | - | 16 |
| need more computers | - | 17.1 |

SUGGESTIONS –

- The library to be shifted to the assigned place in the new building at the earliest.
- Proper interior layout of the books and reading space to be done.
- Rating of the library as excellent to be achieved. At least 80%.
- Library staff to be trained to serve the students better.

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- e) Reference books to be arranged for better access by students.
- f) E books and E journals available to be properly displayed with access links for more usage.
- g) The library can organise awareness programme on N-List facility
- h) Popularise the N-List facility among the students by visiting classes, preparing pamphlets, billboards etc. for increased usage of it.
- i) Assigned budgets to be used in full for acquiring more books, E books , subscribe to e journals and could be purchased .
- j) Dedicated computer for student use need to be provided in the library.
- k) Computerised system to be maintained to record student entry and exit .
- l) Separate reading area with computer for faculty research and study to be provided.
- m) Xerox machine to be installed in the library for students
- n) Library committee consisting of the HODs of different departments and the Librarian should meet regularly to evaluate and plan the library activities.

Management informed that the library will be shifted to the new building before March 2020. New furniture will be bought or made for the library. A team consisting of Principal, IQAC Coordinator, Librarian, Administrator, Officer on special duty to visit the libraries of good colleges like Nagindas Khandwala, Royal College etc. for planning the library better.

AGENDA 2 – STUDENT SATISFACTION SURVEY

Student Satisfaction Survey

2019-20

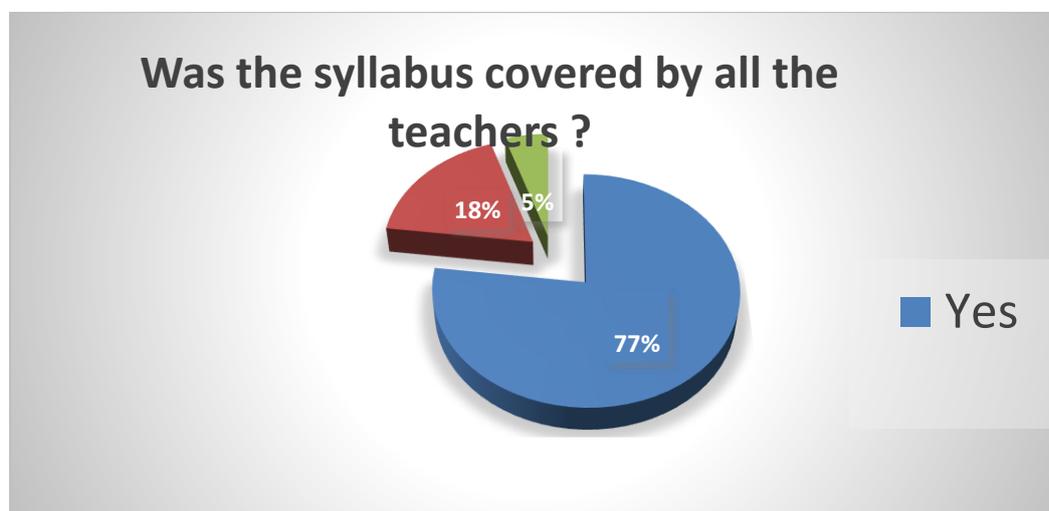
Student Satisfaction Survey is an excellent opportunity for students to voice their opinion on functioning and effectiveness of an institution in delivering syllabus and grooming the overall personality of students. It is a score card through which an institution gets valuable feedback for identifying their Gray Areas where the institution needs to concentrate for further improvement in quality. It also makes an institution aware of its strengths and bright lines which can be further improved and built in its endeavour to achieve its mission and objectives.

Informal surveys are conducted by teachers regularly in the class to take honest feedback from the students about the teaching and learning process. It is also done to understand student related issues faced in the institution which can be addressed immediately.

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Formal surveys in the form of structured questionnaire are administered in the sample selected for survey. The opinions and analysis of such survey is discussed with the teachers by the head of departments for meaningful reflections and discussions for improvements.

1.

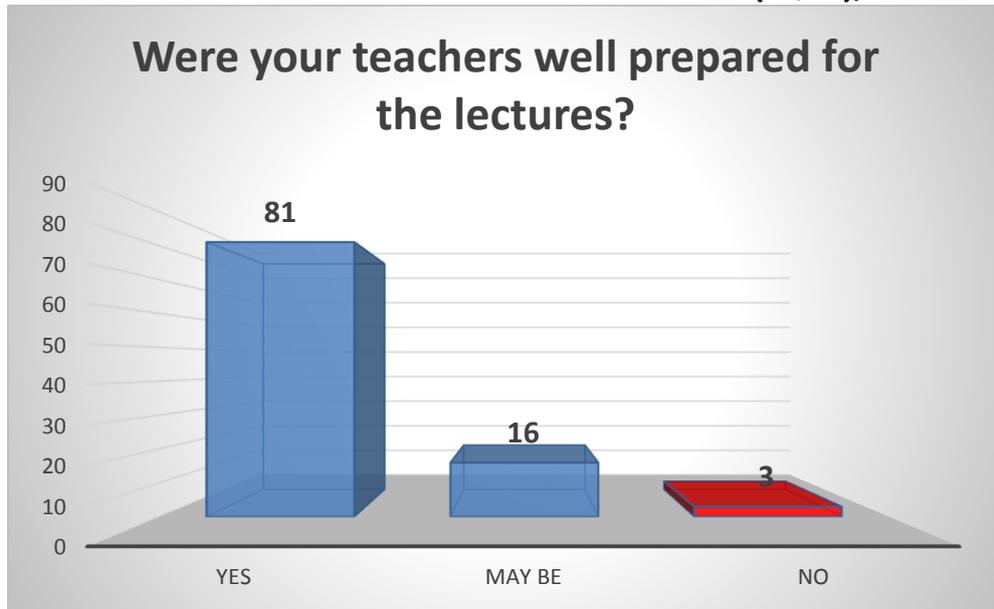


77% of students surveyed were of the opinion that syllabus prescribed by the university was covered by the respective course/subject teachers. 18% students could not give definite answer and 5% students were of the opinion that the syllabus was not covered.

Suggestion:

1. 18% of the student respondent were not able to say yes or no. it may be because they may not bothered about the syllabus or not considered whether it is covered or not
2. Let the teachers orient the students about syllabus and inform them at each stage about the extent of completion of syllabus
3. Teachers can introduce and inform the course objectives to the students at the beginning and after completion each module and take feed back from students by asking questions , to see whether the course objective has been attained.

2)

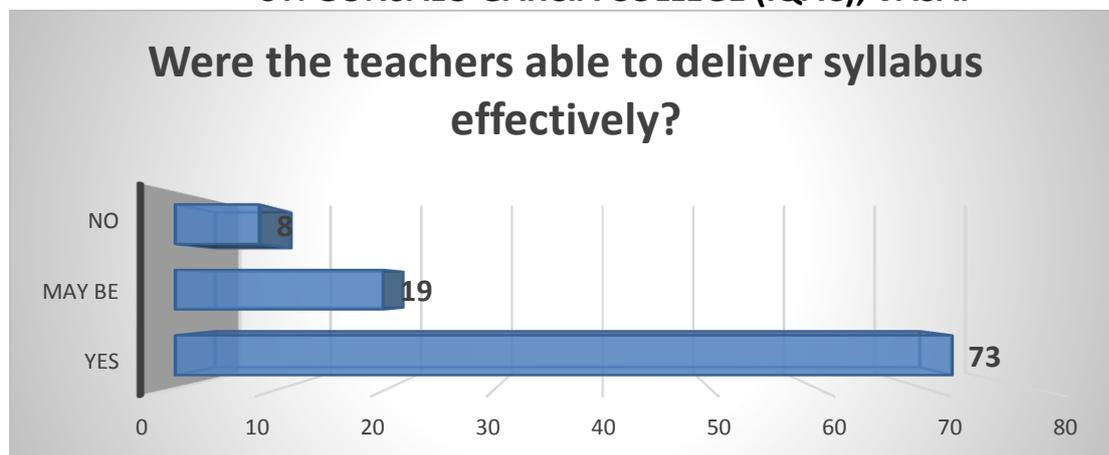


81% students evaluated their teachers positively for preparedness for course delivery. This is certainly a bright line where only 3% gave negative response and 16 % were not sure of the response.

SUGGESTIONS :

1. Teachers can plan their lectures with the help of teaching plans to prepare themselves better for lectures.
2. Teachers can share the notes or points to the students.
3. Self evaluation by teachers will enable them to prepare better for coming lectures.

3)

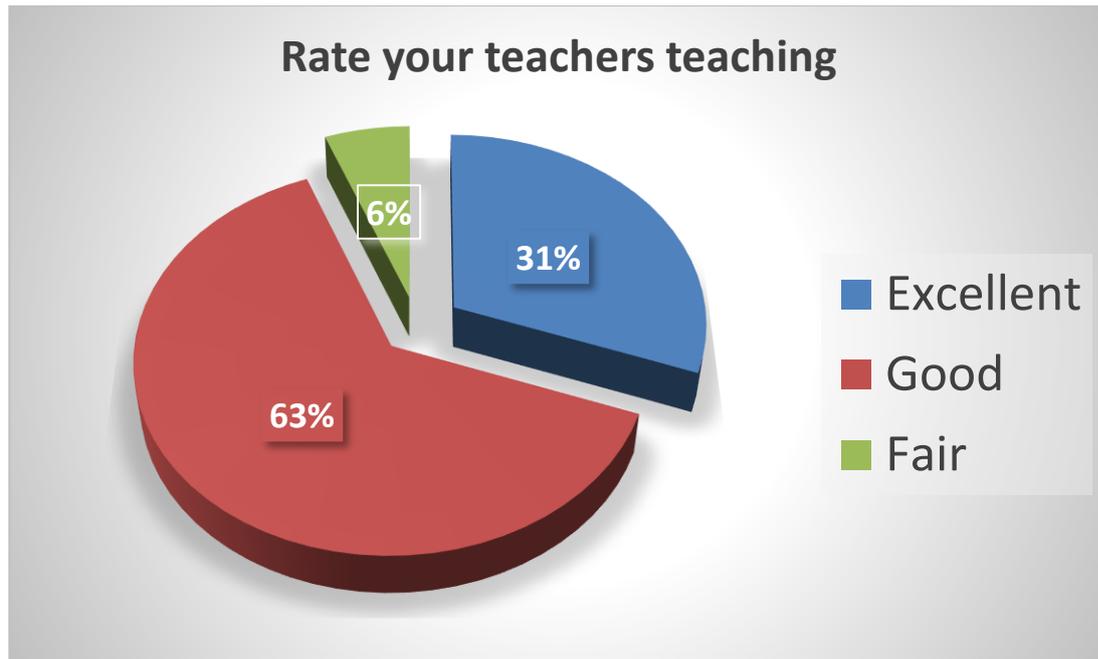


Methodical course delivery is vital for an institution. 73% students marked that the teachers were able to deliver the syllabus effectively. 19% could not give any definite answer and 8 % of responses were of the opinion that syllabus was not delivered effectively. Further efforts to achieve the highest benchmark is essential.

SUGGESTIONS:

1. Teachers can use other teaching methods in class other than the chalk and board mode. E.g. recorded PPT, lectures, use of videos, discussions, quiz etc.
2. Time management for completion of syllabus and better planning of syllabus coverage.
3. Surplus and deficiency in teaching plan regarding the period of completion to be reasoned and accounted properly.

4)



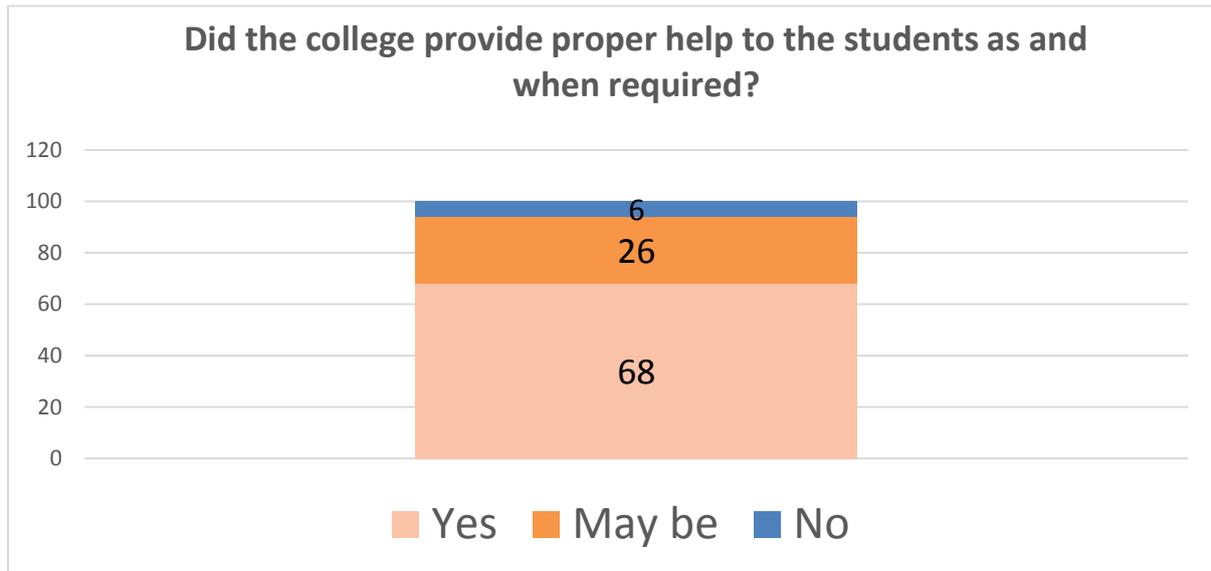
63% of responses rated teachers good, 31% rated excellent and 6% rated fair. This pointed out that the efforts of the management and teachers to deliver quality teaching -learning was heading in right direction.

SUGGESTIONS –

1. Each teacher must take efforts in moving from good to excellent by better planning.
2. Use of new methods of teaching and better preparation.
3. Teachers can take feed back from students on the methodology used and make necessary changes

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5)

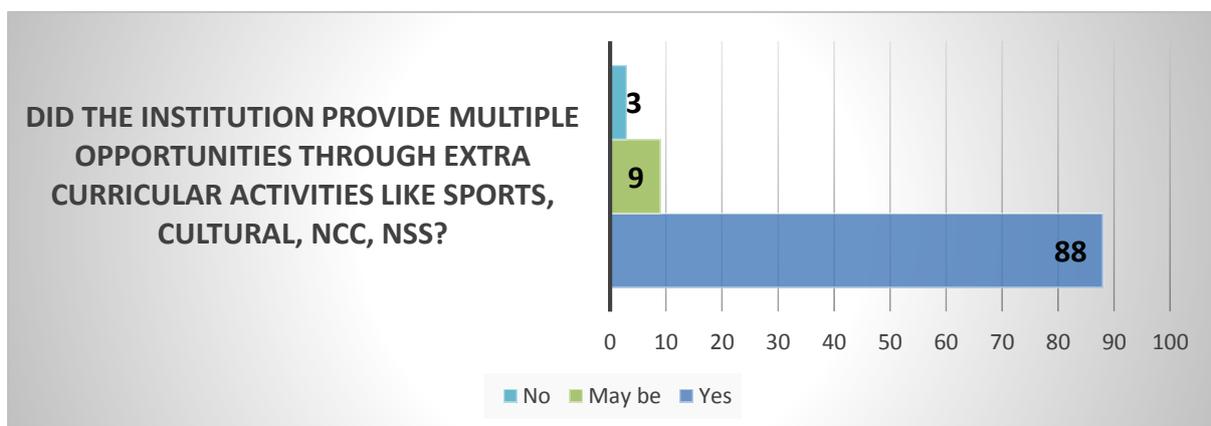


68% students were happy with the support provided by the institutions. 26% were not sure and only 6% students were not happy.

SUGGESTIONS :

1. Office, library staff can be trained to increase the satisfaction of students in campus.
2. Teachers can be more sensitive and caring while interacting with students.
3. Information about college activities, library, exam dates, filling of forms etc to be enhanced through the website and use of notice boards.
4. Mentors can take initiative in informing mentees of various facilities in the college and also guide them about future career and job opportunities.

6.



The college concentrates on overall development of students through NCC, NSS, Sports and Cultural activities. This was voiced in affirmative with 88 % agreeing

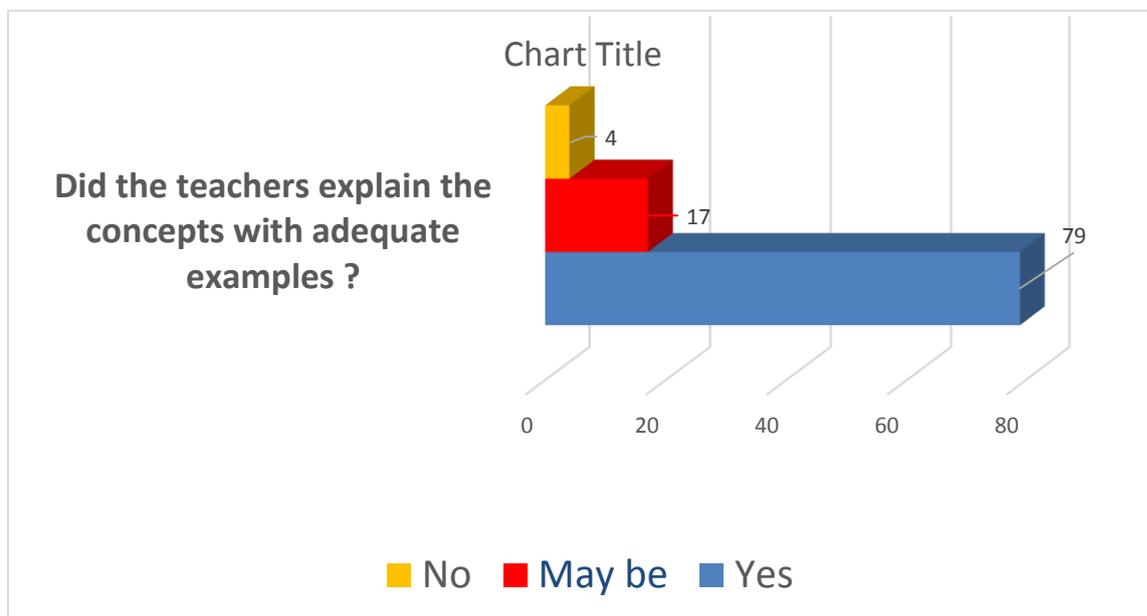
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to it. 3 percent students did not agree and 9 % students were not sure of their response.

SUGGESTIONS:

1. A dedicated space for gymkhana with better equipments and facilities can be developed .
2. Timing for use of campus for practice of co curricular and extra curricular activities should be planned.
3. Organising of intercollegiate events can be done.
4. Dedicated trainers, staff can be used for the better use

7)



Concept clarity with sufficient examples makes the student apprehend the concepts with ease. 79% students surveyed felt that the teachers explained with adequate examples. Only 4 % response was in negative and 17 % could not give any firm answer.

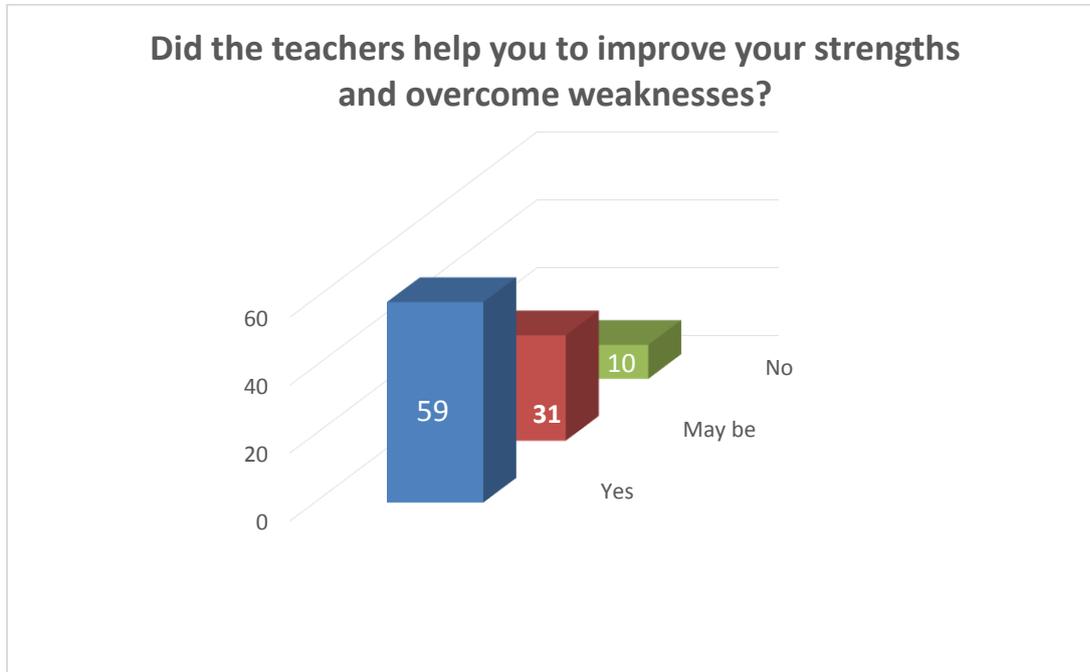
SUGGESTIONS:

1. Use of examples, references from newspaper, journal readings, articles read can be shared to enhance student learning and knowledge.
2. Google classroom, Edmodo etc can be used to share You tube videos on class content taught.

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- The college can be converted into a wi-fi hub by installing routers with high bandwidths that can enable use of internet in classrooms.

8)



Helping students to identify their strengths and fight back weaknesses is crucial for making the students confident to face the world. 59% students voiced that the teachers helped them in this process, 31% could not give definite answer and 10% gave negative response.

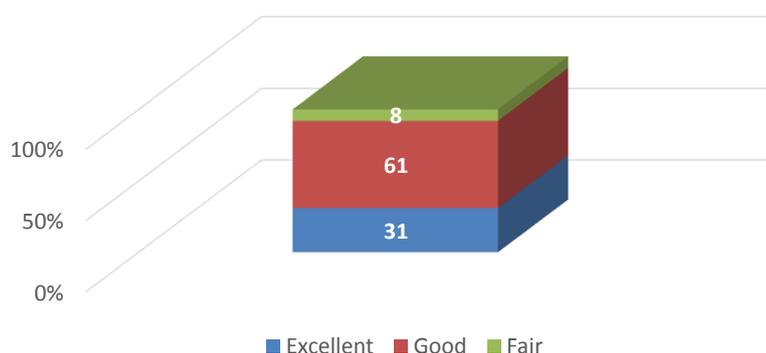
SUGGESTIONS :

- Mentors can play a very important role in their interactions with the mentees.
- Monthly interactions can be planned with the mentees for helping and understanding individual needs.
- Personal involvement of the faculty with the students is the need of the hour.
- SWOT analysis techniques to be taught to students enabling them to understand the strength, weakness, opportunities and threats.

9)

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Rate the quality of Teaching-Learning process in your college.



The over all rating of teaching learning process witnessed 31 % saying Excellent, 61% saying good and 8% giving a fair score.

SUGGESTIONS:

1. The percentage of excellent rating should be increased. Student feedback on teachers to be taken regularly by HODs and findings shared with the faculty.
2. Regular meetings of the various departments, IQAC, management along with the analysis of feedback received from students on teachers evaluation, infrastructure to be done and necessary action plan to be chalked out.
3. More extracurricular and co-curricular activities like career workshops, subject related talks seminars. competitions for students to be organised by concerned departments.

It was decided to recommend the suggestions to the concerned departments for implementation.

The meeting ended with the vote of thanks by Prof. Saritha Kurien.

Jose George

Secretary

Dr. Somnath Vibhute

Chairman