

## MINUTES OF THE IQAC MEETING

IQAC meeting held on 31<sup>st</sup> March 2017 and 1<sup>st</sup> April 2017.

1. Vice-Principal Dr. M.M. Chikodikar welcomed the IQAC members and welcomed the resource person Principal Dr. Rawal of BMCC College, Pune. He informed the members that his college will become autonomous soon and that Prof. Rawal received Best Principal Award of Pune University, for this academic year.
2. The slideshow of various college activities were shown by Vice-Principal.
3. Principal P.M. Bhende briefed resource person that he has decided to make Personality Development courses for F.Y.B.Com. students annually. As Also a Research Methodology workshop/course for M.Com. students will also be made compulsory.
4. Principal informed that college will gear up for third cycle of NAAC scheduled for March 2020. He said that by October 2019 the SSR will be ready and a mock Peer Team Inspection will be conducted.
5. Principal spoke about 3 Projects involving community and society which have been started in our college.
  - a) Paper Bag and Cloth Bag making by college NSS unit for sale at a nominal price to traders in Ponda.
  - b) Basic computer Literacy for Housewives in Ponda. This project is yet to start.
  - c) College to adopt village Panchayats and help them in improving their socio-economic development.
6. Prof. Rawal based on said PPT based and on SWOT analysis and recommendations of 2<sup>nd</sup> NAAC Peer Team said a short term and a perspective plan for 10-15 years should be prepared. He also said from 1<sup>st</sup> July NAAC parameters, methodology in calculating Grade and Score of a college will change. Quantitative analysis will be done and verified through stakeholders.

Rawal Sir appreciated village adoption. He also said his college did it. Strategy: Conduct a NSS Program. Economics Department can conduct a socio-economic profile of the village. Find out the merits, strengths and weaknesses of the villages and if there is water shortage then your college helps the village by approaching the PWD department, approaching Local MLA in resolving the water scarcity problem.
7. One more suggestion was to take a feedback about Non-teaching staff by students and then feedback is analysed. Prepare questionnaire (a need based one) on office staff, teaching staff functioning and services and analyse it and any negative feedback should be used to fine tune the working of office and teaching staff. There should be board in front of office with names of office staff and Peons, their



designation and work duty and timing of the office. He said a plan of action w.r.t. criteria 1 to 7 based on recommendations and SWOT analysis must be done.

- Formalise the feedback system from students, parents, teachers, employers and feedback is analysed, shared and suggestions.
- Analysis of results from Semester-I should be done.
- Backlog/Failure, Border pass class students- slow learners - remedial; bridge courses should be recommended.
- Student centric system of learning, teaching.
- College timings, library timings can be flexible.
- Librarian can celebrate events activities.

Consultancy can be in areas of

- Marketing
- NGOS
- How to prepare application for a Govt. scheme
- How to form a Housing Society and how to maintain books of accounts of a housing society.
- Feedback of teachers, office staff even Principal should be done.

Post Lunch IQAC members welcomed Shri. Girish Bharne from Persistent Systems Ltd., Industry representative on IQAC.

He suggested if a six month course on Quality Control or Testing jobs for B.C.A. students

Identify 3 - 4 areas

Teachers - students and put them in a project. Faculty of Economics and Statistics and group of M.Com. students can do projects.

- Project - Reading habits of students
- Project - Reading habits of Teachers
- Project - Reading habits of Different age groups for leading newspapers and recommend useful suggestions.
- Internet usage
- Purposes of internet usage
- PPT, Public exam, academic by students and analysis can be done.
- Feedback may be taken from parents online etc.



8. Mrs. Supriya asked what projects for B.C.A. students can be taken. Dr. Rawal then suggested the following projects.
- Designing feedback forms for local hotels
  - Mobile applications
  - Prof. Rawal suggested to have licensed copy of SPSS & E-views.
  - Introduce a language laboratory
  - Introduce a regional language/foreign language
  - We must invest our time, skills funds in students so that they become our future donors.
  - Multicultural, multifunctional and multilingual students. Students from semi-urban and rural areas are in demand by companies
  - Compliance with rules
  - Plan for problems faced
9. Prof. Rawal pointed out values are becoming more important. But at the same time use of ICT in administration, exam system should increase e.g. given was of Online admissions.

Online question Papers come from Pune University roughly 15 to 20 minutes in advance. Prof. Rawal quoted. He said

- Inter-disciplinary certificate course on
- Marketing Research
- Accounting and Tally package, Tourism/Hoteling can be started.
- Job-oriented courses to be started.
- What job-opportunities are there in local market can be found out

MOUs in areas of

- Teaching-Learning can be signed with Training Institutes
- Foreign language Institutes
- For students on languages
- With banks - to absorb 10-15 students and then college can include banking topics in Ad-on courses and similarly in insurance, cropping pattern, communication MOUs can be signed.
- MOUs should be workable, useful to stakeholders
- UGC grants are available to start a language laboratory. U tube videos, have lot of educational videos.



## Recommendations

- Counselling services - students. Maintain record weekly/monthly
- Research culture
- Consultancy areas
- Project report of Borrowers from Bank
- Consultancy services
- Project report of Bank clients
- How to form?
- Can form a group of farmers, farming pattern, marketing problems can be studied

You have the list of A Grade colleges from NAAC website

- Take advantage of MOOC - courses
- Free online courses of foreign universities
- Under Skill India program/EDP
- You can start - Rangoli, Mehendi Designing self-financed courses
- Medical Transcription
- Cultural Program - formal - get cultural past students to sponsor.
- Global HR heads can be invited
- Guest speakers called with clear cut idea.
- 2 faculties - keep in touch who is coming to the city, why, keep in touch by reading newspapers and call them as guest speakers.

## 10. Connectivity with students

- 1) Course on Graphic designing, with creative aptitude (initially three months and later one year)
- 2) A Basic Accountancy Course Tally course for B.C.A. students.
- 3) Tie up with Goa Management Association - conduct training workshop.
- 4) Find out industries which want to conduct market surveys, pre-launch product market surveys, poll research projects focusing on the specific problems in health, education and other social areas.
- 5) Try to see for which projects CSR funding will come forward. Mostly where public impact is maximum those areas.
- 6) Prof. Rawal mentioned about their Alumni meets. Special batches which completes 25 years, 40 years etc. Limited activities with clear objectives.



## Day 2 - IQAC

- Additional services provided by colleges. Students may come for leaving certificate, bonafide certificate.
- Academic audit is holistic approach, it includes academic input, process, output.
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- Student centric Approach - Involvement focusing on students needs, feedback
- During summer if temperature are high classes can be held early morning or one evening
- Transparency - most important
- Healthy relation between Management, Principal, teachers, students, ex-students important
- Library - should have systems to monitor usage of books, magazines, journals, etc.
- Social values - respect for seniors
- Being patient with old parents
- Teach bright students and these in turn teach rest larger no. of students
- Working for the interest of the organization even on Sundays, holidays
- A report - exhaustive report
- Give you a direction to implement
- Principal should fearlessly perform
- Locally workable problem should be focused
- Prof. Rawal focused on student-centric teaching-learning and flexibility in the curriculum and regular feedback from all the stakeholders in the educational system.
- The program concluded with a formal vote of thanks by Mrs. Ana Falleiro, Associate Professor, Department of Mathematics and Statistics of our college.

*M. M. Chikodikar*

Dr. M. M. Chikodikar  
IQAC Co-ordinator

