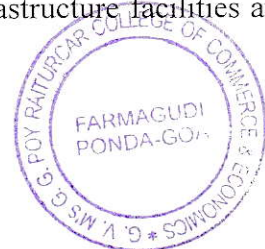


Minutes of the meetings held on 06/05/2023


A meeting of members of IQAC (External) was convened on Saturday 06/05/2023 at 3.00 p. m. in Committee Room to discuss about submission of SSR and NAAC Peer Team visit. The meeting was attended by 16 members of IQAC (External). The following points were discussed at the meeting:

1. Dr. M. M. Chikodikar, Offg. Principal welcomed the members for the meeting.
2. Dr. Meera Mayekar (Co-ordinator IQAC) welcomed the members and displayed the agenda of the meeting. She emphasized that the IQAC (External) meeting assumes significance as NAAC requirement.
3. She stated that the last NAAC peer team visit to the college for accreditation purpose was held in the year 2015 and the NAAC certificate issued was valid till March 2020. She mentioned that the college was due for the next NAAC cycle (3rd cycle) in 2020, however, the then Principal Dr. P. M. Bhende, who retired in February 2022 and the then IQAC Co-ordinator and present Offg. Principal, Dr. M. M. Chikodikar did not pursue the accreditation process.
4. She also brought to the notice of the members that Directorate of Higher of Higher Education Govt. of Goa issued a circular to all colleges who were due accreditation but had not pursued the same to urgently do the needful. She mentioned that this put pressure on the Offic. Principal, Dr. M. M. Chikodikar, who then appointed the IQAC Co-ordinator in October 2022.
9. She informed the members that the newly reconstituted IQAC took up the responsibility of submitting all pending AQAR's for six years i. e. 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
5. She appreciated the efforts of all staff members (Teaching and Non-Teaching) who worked hard and took up the responsibility of collecting information from academic year 2016-17 upto academic year 2021-22. This helped in uploading the pending AQARs on NAAC portal. She mentioned that all the AQARs were accepted however approval of only one was pending.
6. She further explained the future course of action planned in connection with the NAAC accreditation process and the tentative dates planned for the NAAC peer team visit. The requirements of the institution at the time of NAAC visit were also highlighted.
7. She presented an estimate of expenses in connection with NAAC visit and requested the Management to provide financial assistance to improve infrastructure facilities at



the college and also for the activities/facilities to be undertaken at the time of NAAC peer team visit.

8. The approval for the new/revised vision and mission statement of the college was sought. It was highlighted that both the statements called for changes with the change in time.
9. She requested Shri Pramod Sawant, Alumni Association member present to get the Alumni Association registered at the earliest, as NAAC does not consider the Alumni Association if it is not registered. He assured that he will do the needful.
10. IQAC Co-ordinator requested Management to pursue with the FSSAI (Food Safety Standards Authority of India) certification for the canteen facility on campus.
11. Assistance and approval of Management was sought for e-waste disposal to which one member of Management clarified that the same needs to be done through the dead stock register maintained by the institution (following the procedure).
12. During A.O.B. one member of Management raised a query if accreditation by NAAC is important, the IQAC Co-ordinator explained the significance from the point of view of the students and the consequences the institution can face if an institution is not accredited. She mentioned that UGC (University Grants Commission) attaches great importance to the accreditation.
13. Meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.


Dr. Meera R. Mayekar
IQAC Co-ordinator



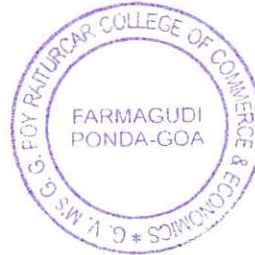
Minutes of the meetings held on 19/04/2023

A meeting of members of IQAC was convened on Monday 19/04/2023 at 11.00 a. m. in Committee Room to discuss about preparation of SSR and conduct of IQAC (External) meeting. The meeting was attended by ten members of IQAC. The following points were discussed at the meeting:

1. Dr. Meera Mayekar IQAC Co-ordinator welcomed the members for the meeting.
2. She briefed the members about the progress of work with regard to SSR.
3. The activities conducted by IQAC during academic year 2022-23 were reviewed and the activities to be conducted by NAAC for the academic year 2023-24 were discussed and finalised.
4. The tentative dates for uploading of SSR and NAAC Peer team visit was also discussed and decided.
5. The members of the IQAC discussed and finalised the date for conduct of IQAC (External) meeting. It was decided to convene a meeting of IQAC (External) on 06/05/2023 at 3.00 p. m.
6. The budget for NAAC peer team visit which was to be presented to IQAC (External) was also discussed and finalised.
8. Meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.




Dr. Meera R. Mayekar
IQAC Co-ordinator

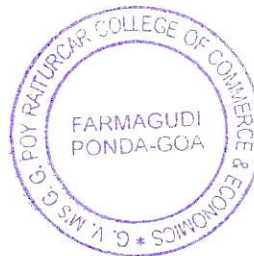


Minutes of the meetings held on 10/04/2023

A meeting of all the Teaching Staff was convened on Monday day 10/04/2023 at 1.00 p. m. in Committee Room to update the members of staff of the work completed and the work that needs to be done with regard to NAAC preparation. The meeting was attended by thirty-five members of teaching staff. The following points were discussed at the meeting:

1. Dr. Meera Mayekar IQAC Co-ordinator welcomed the members for the meeting and also thanked the staff members for the support extended for completing the work of the pending AQARs.
2. She also informed the staff members that all AQAR's are accepted by NAAC and now we need to focus of preparation of SSR. The format for preparation of SSR was also displayed and discussed.
3. She informed the members that IQAC intends to submit IQA by 30/05/2023 and also informed the members to start with work of preparation of SSR.
4. She also mentioned the tentative dates (i. e. 10/06/2023) by which the college plans to upload the SSR and schedule the NAAC visit accordingly.
5. She stressed on the need for keeping documentary evidence ready for the various activities organized in the past by various committees/cells.
6. She also made mention of the activities that are to be taken up by various committees during the academic year 2023-24 so that activities are in tune with NAAC criteria.
7. Meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.


Dr. Meera R. Mayekar
IQAC Co-ordinator



Minutes of the meetings held on 25/03/2023

A meeting of Faculty of Commerce was held on Saturday day 25/03/2023 at 11.50 a. m. in Committee Room to discuss “The New B. Com. Course Structure under NEP.” Total 09 staff members were present for the meeting. The following points were discussed at the meeting:

1. Dr. Meera R. Mayekar, IQAC Co-ordinator briefed the staff members about the new B. Com. course structure under NEP. She also informed the staff members that new B. Com. course structure is designed taking into consideration the guidelines given by UGC.
2. She asked the members to give suggestions so that as Board of Studies (BOS) member she can take their suggestions to Goa University. She also informed that certain changes like the number of credits etc. cannot be changed as it as per UGC guidelines.
3. The staff members suggested the courses that can be offered under Major courses, Minor Courses, Skill Enhancement Courses, Multi-disciplinary Courses and Value added Courses.
4. Staff members also suggested that Project Report papers should be kept as compulsory paper instead of optional paper as it gives scope for students for participatory learning.
5. Staff members were also of the opinion that implementation of NEP by Goa University should be done after preparation of syllabus for all courses and for all four years.
6. Meeting ended with vote of thanks by Dr. Raina Pinto.



Dr. Meera R. Mayekar
IQAC Co-ordinator



Minutes of the meetings held on 13/12/2022

A meeting of all the Teaching Staff was held on Tuesday day 13/12/2022 at 11.00 a. m. in Committee Room to discuss and finalise AQAR for the year 2021-22. Total 22 staff members were present for the meeting. The following points were discussed at the meeting:

1. Criteria wise discussion was held on the AQAR of 2021-22.
2. Staff members suggested the changes to be made in the AQAR.
3. At this meeting Dr. Meera R. Mayekar, IQAC Co-ordinator expressed her dissatisfaction about the manner in which documents were prepared and committee/ cell in charge were requested to do the documentation work properly.
4. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.



Dr. Meera R. Mayekar
IQAC Co-ordinator



Minutes of the meetings held on 09/12/2022

A meeting of all the Teaching Staff was held on Friday day 09/12/2022 at 9.00 a. m. in Committee Room to discuss and finalise AQAR for the year 2020-21. Total 19 staff members were present for the meeting. The following points were discussed at the meeting:

1. Criteria wise discussion was held on the AQAR of 2020-21.
2. Staff members suggested the changes to be made in the AQAR.
3. At this meeting Dr. Meera R. Mayekar, IQAC Co-ordinator expressed her displeasure about the manner in which documents were prepared and also informed the staff members that IQAC will not go ahead with uploading of AQAR till all documents are properly prepared.
4. She appealed the staff members to do the documentation work properly and informed the staff members that at DVV if documents are not proper, then it will not be considered and that will effect our grade for NAAC.
5. It was decided to upload AQAR of 2020-21 only after checking the documents again.
6. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.



Dr. Meera R. Mayekar

IQAC Co-ordinator



Minutes of the meetings held on 06/12/2022

A meeting of all the Teaching Staff was convened on Tuesday 06/12/2022 at 9.00 a. m. in Committee Room to discuss and finalise AQAR for the year 2019-20. Total 23 staff members were present for the meeting. The following points were discussed at the meeting:

1. Criteria wise discussion was held on the AQAR of 2019-20.
2. Staff members suggested the changes to be made in the AQAR.
3. It was decided to upload AQAR of 2019-20 after making necessary changes.
4. Staff members were informed to keep all the documents of 2019-20 ready as they will be required for preparation of SSR.
5. Staff members were also shown format of AQAR for the year 2020-21 and discussion was held on preparation of documents as it was required to be uploaded with the AQAR.
6. Staff members were requested to do the work on urgent basis so as to complete submission of pending AQAR's before the beginning of Christmas Vacation which was to start from 24/12/2022.
7. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.


Dr. Meera R. Mayekar
IQAC Co-ordinator



Minutes of the meetings held on 28/11/2022

A meeting of all the Teaching Staff was convened on Monday 28/11/2022 at 1.00 p. m. in Committee Room to discuss and finalise AQAR for the year 2017-18. Total 30 staff members were present for the meeting. The following points were discussed at the meeting:

1. Criteria wise discussion was held on the AQAR of 2017-18.
2. Staff members suggested the changes to be made in the AQAR.
3. It was decided to upload AQAR of 2017-18 after making necessary changes.
4. Staff members were informed to keep all the documents of 2017-18 ready as they will be required for preparation of SSR.
5. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.



Dr. Meera R. Mayekar

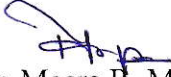
IQAC Co-ordinator



Minutes of the meetings held on 24/11/2022

A meeting of all the Teaching Staff was convened on Thursday 24/11/2023 at 1.00 p. m. in Committee Room to discuss and finalise AQAR for the year 2016-17. Total 31 staff members were present for the meeting. The following points were discussed at the meeting:

1. Criteria wise discussion was held on the AQAR of 2016-17.
2. Staff members suggested the changes to be made in the AQAR.
3. Appeal was made to the staff members not to repeat the mistakes made in AQAR of 2016-17 in the AQAR of 2017-18.
4. It was decided to upload AQAR of 2016-17 after making necessary changes.
5. Staff members were informed to keep all the documents of 2016-17 ready as they will be required for preparation of SSR.
6. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.



Dr. Meera R. Mayekar
IQAC Co-ordinator



Minutes of the meetings held on 14/11/2022 and 15/11/2022

A meeting of all the Teaching Staff was convened on 14/11/2022 and 15/11/2022 at 9.00 a. m. in Committee Room to discuss about “NAAC Criteria for preparation AQAR’s”. On 14/11/2022 total 27 staff members and on 15/11/2022 total 25 staff members attended the meeting. The following points were discussed at the meeting:

1. IQAC Co-ordinator, Dr. Meera R. Mayekar welcomed the staff members for the meeting.
2. It was also informed to the staff members that college need to submit AQAR’s for six-years i. e. 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
3. It was also brought to the notice of the staff members that for the 2020-21 and 2021-22 the format to be followed for AQAR’s is not the same as for the previous years.
4. In the meeting discussion was taken up Criterion wise. Basically, the discussion was on how data templates are to be filled and supporting documents for the same are to be prepared.
5. On 14/11/2022 the discussion of following criteria was held:
 - a. Criterion 1 - Curricular Aspects
 - b. Criteria 2 - Teaching- Learning and Evaluation
 - c. Criteria 3 - Research, Innovations and Extension
6. On 14/11/2022 the discussion of following criteria was held:
 - a. Criterion 4 - Infrastructure and Learning Resources
 - b. Criterion 5 - Student Support and Progression
 - c. Criterion 6 - Governance, Leadership and Management
 - d. Criterion 7 - Institutional Values and Best Practices
7. Staff members were informed that though documents are not be uploaded for the years 2016-17, 2017-18, 2018-19 and 2019-20, the documents are to be kept ready as they will be required for preparation of Self Study Report (SSR).
8. The meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.

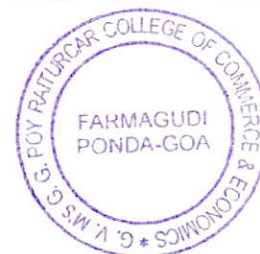

Dr. Meera R. Mayekar
IQAC Co-ordinator




Minutes of the meetings held on 07/11/2022

A meeting of all the Teaching and Non-teaching staff was convened on Monday, 7/11/2022 at 1.00 p. m. in Block No. 9 to discuss on “Assessment and Accreditation of the college by NAAC”. Total 46 staff members were present for the meeting. The following points were discussed at the meeting:

1. The meeting began with a welcome by Dr. M. M. Chikodikar, Offg. Principal. In his welcome address he apologized with the staff members for not submitting the AQAR's to NAAC on time and for delay in the process of the accreditation of the college as then IQAC Co-ordinator. He also informed the members that IQAC is reconstituted and Dr. Meera R. Mayekar is appointed as IQAC Co-ordinator from the year 2022-23.
2. IQAC Co-ordinator Dr. Meera R. Mayekar said it is her first meeting with the staff as IQAC Co-ordinator. She also brought to the notice of the staff members that, though she is appointed as IQAC Co-ordinator for the academic year 2022-23, the appointed is delayed by four months.
3. Staff members were also briefed about the reconstitution of the IQAC (External).
4. Staff members were informed that the college accreditation by NAAC is already lapsed and the college was due for accreditation in the academic year 2020-21.
5. It was also brought to the notice of the staff members that AQAR's which are to be submitted to the NAAC on annual basis are not submitted by the previous IQAC Co-ordinator since the academic year 2014-15 onwards.
6. It was also brought to the notice of the staff members that NAAC has given an extended time for submission of pending AQAR's, without payment of penalty. The pending AQAR's are to be submitted by 31st December 2022.
7. IQAC Co-ordinator expressed her intention of getting the college accredited at the earliest and expressed her willingness to submit pending AQAR's by 31st December 2022, provided all staff members co-operate in the compilation of the AQAR's.
8. Staff members expressed their willingness to work collectively to submit all the pending AQAR's by 31st December 2022.
9. Staff members were also briefed about the objectives of “Orientation cum Faculty Development Programme” scheduled on 08/11/2022. Staff members were also informed that Dr. Shami Pai, Associate Professor and IQAC Co-ordinator of Shree Damodar College of Commerce & Economics, Margao Goa which was accredited with “A Grade” was the Resource Person for the same.



10. It was also decided that criteria wise committees are to be made to prepare pending AQAR's.
11. IQAC Co-ordinator informed the staff members henceforth activities conducted by various committees should be based on the requirement of NAAC Criteria. Staff members were also given a broad overview of the type of activities that need to be conducted by various committees of the college.
12. Meeting ended with vote of thanks by Mrs. Ana Falleiro, NAAC Co-ordinator.


Dr. Meera R. Mayekar
IQAC Co-ordinator

