<u>Minutes of Meeting</u>

A meeting of the IQAC of the college was held on Thursday, February 15, 2018 at 2.30 p.m. in the conference room. The agenda for the meeting was as follows:

1. Confirmation of minutes of meeting held on December 6, 2017.
2. Measures to be taken for adhering to New NAAC criteria.
3. Organizing State Level Workshop on Calculation and Documentation of API score for Promotions.
4. Implementation of ERP database for the College.
5. Any other matter with the permission of the Chair.

The meeting was chaired by the Principal and the following members attended the meeting:

1. Mr. Manish Pokle   .. Member
2. Mr. Somnath Morajkar   .. Member
3. Dr. Shaikh Mohd. Parvez Al-Usmani   .. Member
4. Dr. Vidya Desai   .. Member
5. Dr. Rajesh Pednekar   .. Member
6. Mr. Jeevan Khedekar   .. Member
7. Mr. Prasann S. Mayekar   .. Member
8. Dr. Jayaprakash   Member
9. Dr. Sushant R. Haldankar   .. Member
10. Ms. Judas Mascarenhas   .. Member
11. Mr. Suraj Gaonkar   .. Member
12. Dr. R.V. Gaonkar   .. Member
13. Mr. Shripad Merchant   .. Co-ordinator & Member Secretary

At the outset, the Principal welcomed all the members. He informed that one NCC cadet Sejal Mardolkar was selected by the NCC Directorate of Karnataka and Goa to represent Goa for the Republic Day parade at New Delhi. He said the college won the Student Parliament Competition organized by the Goa State Legislature Secretariat. He informed that the college will organize first of its kind a Grand Alumni meet in the month of April.

AGENDUM 1

Confirmation of the minutes of the meeting held on 06/12/2017

The minutes of the meeting held on 06/12/2017 were placed before the members. After a brief discussion, the minutes were confirmed.

Proposed by : Dr. Rajesh Pednekar
Seconded by : Dr. Sushant Haldankar

AGENDUM 2

Measures to be taken for adhering to New NAAC criteria

The Principal informed that NAAC has come out with a new criteria for assessment and accreditation. The Steering committee formed for preparing NAAC self -study report in 2016 can be asked to study the new criteria and submit the report for complying with the criteria. In this regard the committee should hold a meeting and identify the areas that are to be taken up on priority basis.

AGENDUM 3

Organizing State Level Workshop on Calculation and Documentation of API score for Promotions

Principal said that last year a State Level Workshop was held on 'Calculation and Documentation of API score for Promotions'. The teachers from other colleges have requested to conduct one more such workshop. In view of this, it is proposed to hold a State Level Workshop on Calculation and Documentation of API score for Promotions
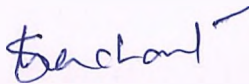
AGENDUM 4

Implementation of ERP database for the College

Principal informed that the college has decided to implement ERP database for the college. In this regard, a preliminary meeting was held with the officials of a company involved in providing software for MIS database for the college. The database is likely to be implemented from the academic year 2018-19.

Any other matter with the permission of the Chair.

Mr. Somnath Morajkar suggested that college should focus on reducing use of paper and plastic . The college should also organize programmes for creating awareness about it among students, he said.

Date: 22/02/2018

CO-ORDINATOR/MEMBER SECRETARY   PRINCIPAL

Meeting dated February 15,2018

Agenda	Action Taken
Measures to be taken for adhering to New NAAC criteria	NAAC Steering Committee meeting held. The task was given to the committee to identify areas in which college has to undertake activities in view for new criteria.
Organizing State Level Workshop on Calculation and Documentation of API score for Promotions	The workshop conducted.
Implementation of ERP database for the College	Agreement signed with Mograsys Technologies Pvt. Ltd for ERP database.
Reducing use of paper and plastic	Instructions given for reducing use of paper and plastic free campus. Communication through email, WhatsApp and other online modes with stakeholders and others.

Co.ordinator / Member Secretary

PRINCIPAL