

**Minutes of the IQAC meeting
22 January 2022
Carmel College, Nuvem, Goa**

A meeting of the IQAC members of the current year (2021-22) was held in the IQAC room of Carmel College, Nuvem, Goa on 22 January 2022 at 12.30 p.m.

Mr. Mrunal Parsekar attended the meeting. IQAC members present included:

- Dr. Sr. Maria Lizanne A.C., Officiating Principal and Chairperson
- Dr. Brian Mendonça, IQAC coordinator
- Ms. Sajani D'Costa
- Ms. Louise Ann Sequeira
- Sr. Maria Janet A.C.
- Ms. Vinita D'Sa
- Ms. Sneha Naik

PROCEEDINGS

Dr. Sr. Maria Lizanne A.C. began with a prayer. Sister then invited Dr. Brian Mendonca to address the members regarding the purpose of the meeting.

Purpose

Dr. Brian Mendonca informed that the purpose of the meeting was to chalk out the objectives for the year, because at the end of the academic year one has to cite them and file an Action Taken Report for the AQAR (2021-22).

Ms. Sajani D'Costa said that the plans for the college are listed by the local managing committee. She went on to say that at the end of the AQAR (2020-21) the future plans are listed. One could use this as a point of reference. She said that the Vision 2020 document on the college website also throws light on the initiatives envisaged for the college over a period of time. Sr. Maria Janet A.C. opined that Departments can provide their inputs in the matter.

Dr. Sr. Maria Lizanne A.C. said that while we could keep the above-mentioned documents in mind, we could think of specific initiatives for the current year. She elaborated that 2020-21 was impacted by COVID and the first semester of 2021-22 was already over.

Last year the significant contributions made by IQAC were cited in the AQAR (2020-21) as follows:

1. Staff members asked to prepare e-content for online teaching
2. All departments encouraged to conduct at least two activities related to the pandemic
3. Seeing to it that Wifi is available to conduct online classes smoothly.
4. National seminar organized on NAAC-RAF 2020.
5. Preparation of Self Study Report.
6. Webinars conducted by departments.
7. Revamping of the website.

Initiatives

Ms. Sajani D'Costa said that four focus areas have been identified as areas of development:

1. E-resources
2. Language skills
3. Food and fitness
4. Life skills

Maria Lizanne
Officiating Principal
Carmel College of Arts, Science &
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She said that other areas which need to be augmented to influence NIRF ranking are:

- Publications
- Placement
- Training for competitive exams
- Career guidance
- Measuring learning outcomes
- Identifying advanced and slow learners and streaming them in terms of aptitude
- Alumni

Discussion

Mr. Mrunal Parsekar opined that we do well as a UG college, but fare poorly as a PG college in ranking. Since we have PG programs we are rated at University level.

-Mr. Mrunal Parsekar said that his department was working on a course on Maths for competitive exams. He said that they are collaborating with GIM to offer a course on representing data.

-Courses like 'History through Heritage' should run for more time, observed Ms. Sajani D'Costa.

-Dr. Sr. Maria Lizanne A.C. informed that the Psychology department, in association with IQAC, was organizing a talk on CAS.

-Ms. Sajani D'Costa observed that though several certificate courses are offered by the departments, students do not opt for them. Ms. Vinita suggested that too many courses should not be offered.

-Ms. Sajani D'Costa said that teachers should keep a tab on the student-centric teaching methodologies they are using. They should be able to identify methods like a) Participative learning b) Experiential learning and c) Problem solving

-Dr. Sr. Maria Lizanne A.C. also said that we need to know the purpose of conducting a particular activity and if that purpose is met at the end of it. Also, the outcome should be recorded of every activity. Every activity that is conducted should fit in some or the other criterion of the NAAC.

- Dr. Sr. Maria Lizanne A.C. wanted to know what was happening during the sports period. Sister was informed that the sports period was not factored in the timetable due to the pandemic.

-Ms. Vinita D'Sa said that the Alumni association was doing well. They had registered the members. Efforts can be made to strengthen interface with alumni. She said that until the pandemic situation improves, status quo be maintained regarding the canteen facilities.

Points of Action

- Dr. Sr. Maria Lizanne A.C. said that those in charge of the various Criteria for the AQAR (2020-21) could identify need areas in their respective criterion. This could provide a road map for driving positive change.

- Dr. Sr. Maria Lizanne A.C. said that Heads of all the Departments could be asked to suggest one activity that will be held every year till 2026.

M. Lizanne
Officiating Principal
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-Ms. Sneha Naik felt that initiatives for dealing with fast and slow learners like remedial classes, bridge courses, tutorials etc. can be standardized across departments. This would help in compiling data for Criterion 1.

-Ms. Sneha Naik also was of the view that if one wants to work after 3 p.m. in the Department one should be free to do so. The Officiating Principal should make this clear at the staff meeting, she felt.

- Dr. Sr. Maria Lizanne A.C said that the campus needs to be put to maximum use. Requests for infrastructure up-gradation hold no water if existing facilities are underutilized, felt Sister.

-Ms. Sajani D'Costa advised that online Feedback forms for the just-concluded odd semester need to be sent to the students. This is for the Student Satisfaction Survey pertaining to Criterion 1. Mariston Dias may be asked to assist.

-Ms. Louise Ann Sequeira said that training should be given to set online papers.

Summing Up

Dr. Sr. Maria Lizanne A.C invited Dr. Brian Mendonca to sum up the main points discussed. Dr. Brian Mendonca complied saying that the takeaways of the meeting were as follows:

1. Initiatives for the forthcoming semester (AY 2021-22) need to be in sync with the four foci listed in the Vision 2020, viz. 1. E-resources 2. Language skills 3. Food and fitness 4. Life skills.
2. Criterion coordinators need to do a SWOT analysis* of their criterion to provide a road map as to where the college can leverage its capabilities.
3. IQAC needs to plan Vision document 2026.
4. HoDs should suggest one activity per year.

Dr. Brian Mendonca thanked the members for attending the meeting and for their valuable inputs.

The meeting ended at 1.30 p.m.

Action Taken

-Emerging from COVID protocols, the college conducted activities prudently - keeping the safety of the students and the staff in mind.

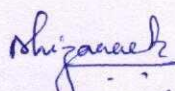
-Workshop on CAS for college teachers organized on 5 February 2022.

-The college infrastructure, departments and faculty were galvanized to prepare for the NAAC peer team visit to the college on 22-23 March 2022.

-Institutional Development Plan created in consultation with the Carmel management.

-Feedback from the students for the Student Satisfaction Survey was generated online.

-Canteen facilities resumed after the pandemic ebbed.


DR-SR-MARIA LIZANNE A.C.
Officiating Principal
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