

IQAC Meeting 17.6.2019

A meeting of the IQAC was held on 17.6.2019 in the IQAC Room. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman, IQAC.

At the outset, Dr. K.T. Thomas welcomed all members to the beginning of a new academic session. He exhorted all to devote their enthusiasm, time and energy towards quality enhancement of the institution.

Dr. Advait Bhagade, IQAC Coordinator, briefed the IQAC members about overall plans for the academic session 2019-20. He read out the plan of action decided for the year. He requested the members to fine tune the activities by coordination with various cell in charges or other staff members for planning and execution of the activities. He further said that the activities would be categorised into curricular, co-curricular and extra-curricular, all focussed towards the overall development of the students.

The curricular activities would include guest lectures by eminent persons, giving wide publicity to various awards and scholarships, field visits, etc. These would be held, as far as possible, on the dates submitted by various Heads of Departments at the time of planning for Academic session 2019-20.

The co-curricular activities would give the students appropriate exposure to gender sensitization, moral and ethical values, environment friendliness, sports, etc. Mrs. Soma Banerjee and Dr. Paradkar, members of IQAC, expressed that the environment friendliness activity can also be an extension activity. Dr. K.T. Thomas instructed them to explore the possibility of a tree plantation drive outside the campus, as a benefit to the community. They replied that they would get in touch with the Sarpanch of Village Chicholi, for a tree plantation event. Dr. Thomas also said that the HOD, Physical Education, would be requested to hold more intercollegiate events.

The extracurricular activities would include various competitions such as singing, dancing, Rangoli, poster making, flower arrangement, elocution, reading, etc. and various cultural events, celebration of important days in the year, and the annual social gathering. These would be student centric activities, with maximum participation of the Vidyarthi Cell with other Cells such as Srujan, Antarang, etc. Dr. Bhagade requested the members to provide all possible assistance and guidance to staff members involved in these activities.

Dr. Prakash Zanwar, Chief advisor, expressed the opinion that the College should also consider increase in infrastructure. Dr. Thomas replied that this had been included in the Draft Project Report submitted to RUSA for funding, and would be carried out once the Report was approved by RUSA. He also added that certain works such as increasing number of classrooms, addition of computer laboratory, and road laying and paving of internal spaces would be carried out irrespective of any external grant. Further, he added that there would be enabling of some classrooms and halls with LCD projectors to make them ICT enabled.

Dr. Vasudha Pradhan, Advisor, IQAC, felt that activities should also be carried out for the benefit of teaching and non-teaching staff as a part of their continuous improvement. A faculty Development Program for the teaching and non-teaching staff, was accordingly envisioned, and Dr. Thomas asked the members to contact suitable resource persons to speak on current topics of common interest to

the faculty. Dr. Paradkar said that information on IPR was important for staff engaged in research. It was decided to hold IPR related activities.

The meeting ended with a vote of thanks by Dr. Bhagade, IQAC Coordinator.

Following members were present for the meeting:

Dr. K.T. Thomas, Principal, Chairman, IQAC

Thomas.K.T

Dr. Prakash Zanwar, Chief Advisor

Zanwar

Dr. V.P. Pradhan, Advisor

Pradhan

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen D'Souza

Mrs. Soma Banerjee, Member, IQAC

Soma Banerjee

Dr. A.P. Paradkar, Member, IQAC

APParadkar

Mr. Biju A., Member, IQAC

Biju A.

Mr. Rojo John, Member, IQAC

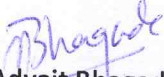
Rojo John


Dr. Purabi Bhattacharya, Member, IQAC

Purabi

Action taken Report of IQAC meeting on 17.6.2019

1. Dr. Ashwini Paradkar, along with Dr. V.B. Hirulkar, HOD Electronics, and Dr.S.B. Sarwe, HOD Mathematics, conducted a programme for staff and students of the College with active guidance by enthusiastic volunteers of Nisarga Yog Kendra to mark the International Yoga day on 21.6.2019.
2. Program of Tree plantation at Village Chicholi was fixed with consultation with the Sarpanch of the Village, on 12.7.2019.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Mr. Biju A., Member, IQAC

Mr. Rojo John, Member, IQAC

Dr. Purabi Bhattacharya, Member, IQAC

Mr. Dilip Sadhankar, Faculty, Computer Science









Thank you









IQAC Meeting dated 9.7.19

A meeting was held at 11.30 AM in the Principal's office. Chaired by Principal K.T. Thomas, the meeting was attended by IQAC Coordinator Dr. Advait Bhagade and IQAC members Fr. Praveen D' Souza, Mrs. Soma Banerjee, Dr. Ashwini Paradkar, Mr. Biju A., Mr. Rojo John and Dr. Purabi Bhattacharya.

The chair enquired about the progress of preparation of AQAR for the session 2018-19, and asked all members to put in extra time so as to increase the pace of work for the same.

Other issues discussed included possibility of conduct of various quality initiatives in 2019-20. It was decided to carry out more extension activities, especially focussed on the village Chicholi, adopted by the College through the NSS. Dr. Paradkar was requested to coordinate the extension activity proposed in Chicholi with the help of Fr. Praveen D'Souza and Mr. James Minj, coordinator of NSS for the College.

Dr. Paradkar informed the meeting that all preparations were made for tree plantation drive on 12.7.2019. It was decided to involve maximum students and take corresponding number of staff along so as to ensure safety and discipline of students.

Dr. K.T. Thomas briefed the meeting about new admissions taking place and said that the induction program for new entrants would be held as soon as the admission process was complete.

The matter of registration of the Alumni Association of the College was discussed. It was pointed out that although the Association was old, it required to be registered first. Accordingly, Mrs. Banerjee took up the responsibility of contacting counsel for enquiring about the formalities of the registration process.

IQAC Coordinator Dr. Bhagade dwelt upon the need for an Academic Audit and a Result Analysis. Principal Dr. K.T. Thomas clarified that the work had been given to Dr. Sujatha Janardhan, Coordinator of the SHIKHAR Cell.

It was decided to explore possibility of starting new certificate and diploma courses. Principal informed that the College had received approval for PG Courses in the subjects Mathematics and Physics.

It was suggested that a lecture for the faculty for SWAYAM and other similar online courses be held for the teaching staff. Mr. Biju A. agreed to deliver the lecture.

The meeting came to an end with a vote of thanks by the Chair.

Following members were present for the Meeting:

Dr. K.T. Thomas, Principal, Chairman, IQAC

Thomas.k.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen D'Souza

Mrs. Soma Banerjee, Member, IQAC

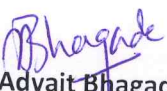
Banerjee

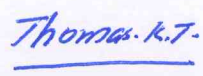
Dr. A.P. Paradkar, Member, IQAC

Paradkar

Action Taken report for IQAC Meeting held on 9.7.2019

1. Tree plantation programme was held at Village Chicholi on 12.7.2019.
2. Dr. Maheysh Sharma, Coordinator of MAITRI Cell, was instructed to contact counsel for registration of Alumni Association.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Minutes of IQAC Meeting and Guest Lecture by Dr. Pramod N. Pabrekar on 25.7.2019

A Guest Lecture was held for all teaching staff of the Degree College at 9.30 AM in the AV Hall of the College on 25.7.2019. Dr. Pramod N. Pabrekar, NAAC Peer Team Member and Project Coordinator, RUSA Maharashtra, was the Guest Speaker. Dr. Advait Bhagade, IQAC Coordinator, welcomed and introduced the Guest.

Dr. P.N. Pabrekar interacted with the staff members and emphasized upon the need of a feeling of belonging in each and every member of the staff. He dealt upon the importance of transparency and sharing of all information among the staff members. He asserted that it was important for all staff members to be actively involved in NAAC work.

Dr. Pabrekar reviewed the preparedness of the College for the 4th Cycle of accreditation by NAAC. He reviewed the preparation of the College Criteria wise and suggested involvement of more staff members along with the Criterion coordinators.

He also emphasised upon the role to be played by the College Management in providing pro-active support to the staff members in their efforts at quality enhancement.

Fr. Praveen D'Souza proposed a formal vote of thanks.

Dr. P.N. Pabrekar then interacted with the IQAC members and gave a few tips about the preparedness for NAAC.

Later, after the visit of Dr. Pabrekar, the meeting continued. A detailed discussion about the points stressed upon by Dr. P.N. Pabrekar from RUSA in his address to the teaching staff and IQAC members on 25.7.2019.

Dr. Zanwar, Chief Advisor, felt that the staff, in general, should be reminded of the scope of quality enhancement for the institution. It was decided to prepare an exhaustive list of activities possible and circulate the same to all staff members.

Dr. Bhagade, it was decided, would prepare the list in consultation with the Principal.

Principal Dr. K.T. Thomas informed the meeting that the admission process to first Semesters of various programs was almost complete and that the DISHA cell would be organising the Student induction program on 30.7.2019.

He also emphasized that various activities planned should be held as per schedule with proper coordination among the staff members.

It was decided to conduct an activity that would give a brand name to the College. After discussion, it was decided that the Department of Physical Education should conduct an intercollegiate sports activity, and that such an activity should be conducted each year. Dr.

K.T. Thomas informed the meeting that the concerned staff members would be instructed to do the necessary preparations.

Following members were present for the Meeting:

- Dr. K.T. Thomas, Principal, Chairman, IQAC *Thomas.K.T*
Dr. Prakash Zanwar, Chief Advisor *Zanwar*
Dr. V.P. Pradhan, Advisor *Pradhan*
Dr. Advait Bhagade, Coordinator, IQAC *Bhagade*
Rev. Fr. Praveen D'Souza, Member, IQAC *Praveen*
Mrs. Soma Banerjee, Member, IQAC *Banerjee*
Dr. A.P. Paradkar, Member, IQAC *Paradkar*
Mr. Biju A., Member, IQAC *Biju*
Mr. Rojo John, Member, IQAC *Rojo*
Dr. Purabi Bhattacharya, Member, IQAC *Bhattacharya*


Action Taken Report on IQAC Meeting held on 25.7.2019

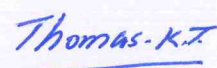
A draft list of activities expected and responsibilities of the staff was prepared by Dr. Bhagade. It was finalized by the Principal and circulated as a Notice on 2.8.2019.

The conduct of intercollegiate sports activity was finalised with Mr. Edgar Mc Enzie, Sports in charge, to be conducted as the 'Archbishop Eugene D'Souza Memorial Football Tournament' in the month of September. Entries would be solicited from other Colleges and a schedule of matches would be drawn up by Mr. Mc Enzie for the tournament.

Independence Day, with active participation of students, was celebrated on 15.8.19.

Gandhi Jayanti was observed on 2.10.19.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting dated 3.10.2019

A meeting was held in the IQAC room of the College at 11.30 AM. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman, IQAC.

The following matter was discussed in the meeting:

1. The AQAR for 2017-18 had been dispatched in September 2018. However, due to change in methodology for submission, the AQAR for 2018-19 was facing delay. The online methodology of submission would be understood, according to Dr. Advait Bhagade, IQAC Coordinator, at the time of actual submission of the AQAR.
2. Dr. Prakash Zanwar, Chief Advisor, was of the opinion that all documents must be ready also in soft copy format so that uploading these would be easy. The requirement of uploading certain documents on the College website was also discussed. Dr. K.T. Thomas said that a complete revamp of the website to make it interactive, was being considered.
3. Information for the AQAR from some staff members was still pending, and Criterion coordinators Mr. Biju A. and Mr. Rojo John were given responsibility to see that the information would be obtained at the earliest.
4. The format for the online AQAR and the soft files of the information received was shared with the various criterion coordinators. They were exhorted by Dr. K.T. Thomas to begin work in right earnest so that there could be timely submission of the AQAR for 2018-19 before the end of the Winter session.
5. Regarding SSR preparation for NAAC, it was felt that preparation should start simultaneously, since the validity period is to end in September 2020. It was pointed out by Fr. Praveen D'Souza, IQAC Member, that the work of translation and scanning of documents should be started in right earnest, since it may consume time.
6. Geotagging of photographs, a requirement of NAAC, was discussed in the meeting. It was pointed out that this mandatory requirement became mandatory in the middle of the accreditation period, and photographs of many activities had not been geotagged. It was pointed out by Mr. Biju A that the date of photograph could be seen in its properties, yet the location could not be ascertained. It was decided that such photographs should also be uploaded at the time of SSR submission, provided they were acceptable by the DVV Agency. Mr. Biju A agreed to conduct an in-house session on Geotagging for the staff.
7. It was decided to apply for new courses in the Arts and Commerce streams.
8. The smooth conduct of the Inter-collegiate level Archbishop Eugene D'Souza Memorial Football Tournament on 18.9.2019 by the Department of Physical Education, under Mr. Edgar McEnzie, was applauded.
9. It was decided to conduct an IPR related activity in the month of October. Dr. Paradkar was instructed by Dr. K.T. Thomas to organise the programme.

10. It was also proposed by Dr. Bhagade to invite IQAC or NAAC coordinators of other Colléges who had recently undergone reaccréditation, so that the intricacies of the process could be known, firsthand. He was instructed by Dr. K.T. Thomas to go ahead with the proposed activity and identify suitable resource persons.

Following members were present for the meeting:


Dr. K. T. Thomas	Chairman, IQAC
Dr. P.H. Zanwar	Chief Advisor, IQAC
Dr. V.P. Pradhan	Advisor, IQAC
Dr. Advait Bhagade	Coordinator, IQAC
Fr. Praveen D'Souza	Member, IQAC
Mrs. Soma Banerjee	Member, IQAC
Dr. Ashwini Paradkar	Member, IQAC
Mr. Biju A.	Member, IQAC
Mr. Rojo John	Member, IQAC
Dr. Purabi Bhattacharya	Member, IQAC

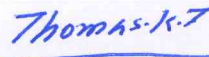
Thomas.K.T
Zanwar
Pradhan
Bhagade
Praveen
Soma
Ashwini
Biju
Rojo
Purabi

Action Taken Report on IQAC Meeting held on 3.10.2019

Following action was taken on the decisions taken in the meeting:

1. Mr. Rojo John coordinated with concerned staff member of Chemistry Department and obtained necessary data.
2. Mr. Biju A. coordinated for obtaining data from concerned staff member of Department of Physics.
3. A session for explaining the method of taking geotagged photographs was organised with training by Mr. Biju A on 9.10.2019.
4. Dr. Bhagade informed that Dr. Yogesh Bhute, IQAC Coordinator of DRB Sindhu Mahavidyalaya, Nagpur had agreed to address the staff of the College on 9.10.2019.
5. Lecture on Intellectual Property Rights was organised on 17.10.2019.
6. The College applied for two new courses; viz; M.A. in English and B.B.A.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting dated 19.10.2019

A meeting of IQAC, chaired by Dr. K.T. Thomas, Principal, was held at 10.00 AM on 19.10.2020 to discuss the following matters:

1. All criterion coordinators were asked by Dr. Thomas to go carefully through the SSR questions and identify the supporting documents required for the criterion.
2. They were also asked to identify the documents that would require translation.
3. Original photographs of activities were to be obtained from concerned staff members in-charge of the activities. It was also decided to scan hard copies of photographs, if any.
4. It was proposed by Dr. Advait Bhagade, IQAC coordinator, that two senior staff members be made in charge of authentication of documents.
5. It was decided to observe Unity Day on 31.10.2019.

The meeting was followed by a talk on requirements of IQAC and NAAC by Dr. Bhagade, IQAC coordinator addressed to all teaching staff in AV Hall on 19.10.2020.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC
Dr. P.H. Zanwar	Chief Advisor, IQAC
Dr. V.P. Pradhan	Advisor, IQAC
Dr. Advait Bhagade	Coordinator, IQAC
Fr. Praveen D'Souza	Member, IQAC
Mrs. Soma Banerjee	Member, IQAC
Dr. Ashwini Paradkar	Member, IQAC
Mr. Biju A.	Member, IQAC
Mr. Rojo John	Member, IQAC
Dr. Purabi Bhattacharya	Member, IQAC

Thomas. K.T.
P. Zanwar
V. Pradhan
Bhagade
P. D'Souza
S. Banerjee
A. Paradkar
B. A.
R. John
P. Bhattacharya

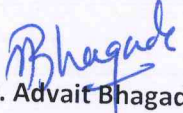
Action Taken Report on IQAC Meeting held on 19.10.2019


Following action was taken with respect to meeting of IQAC conducted on 3.10.2019:

Criterion Coordinators went through the SSR questions and decided to meet and answer the questions of various metrics as soon as AQAR work was completed. They also reported that they were identifying documents required for translation/scanning/ uploading.

It was decided that frequent meetings could not be held due to constraints of time table; yet criterion coordinators would consult each other through e-mail or WhatsApp.

Unity day was observed on 31.10.2019, coordinated by Dr. Paradkar.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 14.11.2019

Members of the IQAC of the College met in the AV hall at 11.00 AM to review the progress of the various criteria for finalization of the AQAR 2018-19. Various criterion coordinators presented the rough drafts of their respective criteria. Discussion was held among various members present, which were as follows:

1. There were certain doubts about the figures available for Criterion IV. Mr. Biju A., Coordinator for the criterion, was asked to cross check with budget and other expenditure documents available with the office, and with various departments for cost of equipments purchased during the session.
2. Mr. Rojo John, Coordinator for Criterion V, required dates of conduct of bridge courses, number of students benefited by counselling, and details of placement programmes. It was decided that he should contact HODs for Bridge course dates, and the Coordinator of UDAAN cell to cross check the data for placement available with him.
3. Dr. Purabi Bhattacharya was asked to cross check information about MOUs with the concerned Departments. It was also discussed that the answer regarding software should be revised to make it more comprehensive. Data on scholarships needed revision.
4. For Criterion VII, it was decided to add certain points, such as use of Braille software, left out in the draft, and more activities in the list of activities.
5. It was decided to observe Constitution Day on 26.11.2019.
6. Fr. Praveen D'Souza pointed out that the Bal Mela of the previous year had been a grand success. It was decided to organise Bal Mela again in December 2019.

Coordinators of Criteria I, II and III were requested by Dr. Bhagade, IQAC Coordinator, to present the drafts of their criteria at the earliest. Dr. K.T. Thomas reiterated that time was of essence and the work needs to be speeded up for early submission of AQAR. Dr. K.T. Thomas, on behalf of the IQAC, thanked Dr. Prakash Zanwar, Chief Advisor, due to retire on 30.11.2019, for his unstinted and selfless hard work.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC	<u>Thomas.K.T</u>
Dr. P.H. Zanwar	Chief Advisor, IQAC	<u>Pzanwar</u>
Dr. V.P. Pradhan	Advisor, IQAC	<u>Pradhan</u>
Dr. Advait Bhagade	Coordinator, IQAC	<u>Bhagade</u>
Fr. Praveen D'Souza	Member, IQAC	<u>Praveen</u>
Mrs. Soma Banerjee	Member, IQAC	<u>Soma</u>
Dr. Ashwini Paradkar	Member, IQAC	<u>AParadkar</u>
Mr. Biju A.	Member, IQAC	<u>Biju</u>
Mr. Rojo John	Member, IQAC	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member, IQAC	<u>Purabi</u>

Action taken Report for Meeting held on 14.11.2019.

Coordinators of criteria I, II and III presented drafts for AQAR 18-19 of their respective Criteria on 18.11.2019. All questions were discussed in detail and suggestions given by other members for further improvement.

Mr. Biju A. did the necessary cross check with accounts department of the office and with various Departmental heads.

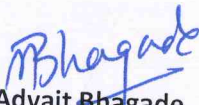
Mr. Rojo John reconciled the data available with him with Dr. V.P. Pradhan, Coordinator and Mr. Dileep Sadhankar, member of UDAAN cell.


Dr. Purabi Bhattacharya coordinated with heads, Departments of Chemistry, Computer Science and Philosophy for proper documentation of MoUs.

Constitution Day was observed on 26.11.2019. Dr. Paradkar coordinated the programme.

Bal Mela was held on December 1, 2019 and received an overwhelming response from the local community.

Dr. Bhagade revised the activities list as per additions pointed out by other IQAC members.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC meeting 16.12.2019

A meeting of all members of IQAC was held on 16.12.2019 in the AV Hall to finalize the AQAR of 2018-19. Dr. K.T. Thomas, Principal and Chairman of IQAC, chaired the meeting.

All Criteria coordinators presented the corrected drafts of their respective criteria.

It was unanimously agreed by all present that the information in the drafts was up to the mark. Further, it was decided to cross check all documents to be uploaded on the website. Some documents such as minutes of meetings required to be scanned and converted to .pdf format for uploading. It was decided to do the same expeditiously.

It was decided to conduct activities related to cleanliness, and inters state relations with Orissa for student exchange as prescribed in the Ek Bharat Shreshtha Bharat guidelines. Dr. P.K. Sakharkar, Coordinator of SEVA Cell, would be incharge of the program and would also coordinate with Colleges in Orissa.

It was decided that IQAC coordinator, Dr. Bhagade, with the help of other members available, would begin the work of filling in details of the AQAR on the NAAC website.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC	<u>Thomas.K.T</u>
Dr. V.P. Pradhan	Advisor, IQAC	<u>Pradhan</u>
Dr. AdvaitBhagade	Coordinator, IQAC	<u>Bhagade</u>
Fr. Praveen D'Souza	Member, IQAC	<u>P.D'Souza</u>
Mrs. Soma Banerjee	Member, IQAC	<u>S.Banerjee</u>
Dr. AshwiniParadkar	Member, IQAC	<u>APParadkar</u>
Mr. Biju A.	Member, IQAC	<u>Biju A.</u>
Mr. Rojo John	Member, IQAC	<u>R.John</u>
Dr. Purabi Bhattacharya	Member, IQAC	<u>P.Bhattacharya</u>


Action Taken Report for meeting held on 16.12.2019.


Mr. Dileep Sadhankar, Assistant Professor, Computer Science, was entrusted with scanning and conversion into .pdf format of documents required to be uploaded on College website.

Mr. Sandeep Gumble, the external resource managing the website, was contacted for uploading the documents on website.

Dr. Bhagade, with the help of other IQAC members, completed filling up the AQAR online on the NAAC Website on 23.12.2019.

The AQAR for 2018-19 was submitted online on 24.12.2019.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Minutes of the meeting held on 1.1.2020

A meeting of the IQAC was held at 9.30 AM in the IQAC Room on January 1, 2020. The meeting was chaired by Principal Dr. K.T. Thomas. Dr. Thomas welcomed all into the New Year 2020 and exhorted all to work in the new decade with fresh vigour and enthusiasm.

Dr. Advait Bhagade, IQAC Coordinator, pointed out that there had been a delay in the submission of the AQAR of 2018-19, and that the IQAC would have to plan for timely submission of the AQAR for 2019-20. He also informed that certain queries had been posted by him on the NAAC website in order to address certain technical issues, to which a reply had been received. Steps should also be taken for compilation of information of the last five years, and on that basis, answering the metrics in the various criteria of the SSR, he added. He informed the members present that the College would be required to upload the IIQA between 13.3.2020 and 12.9.2020. However, the IIQA would be uploaded only once the SSR preparation was complete. He said that meticulous planning would be required for simultaneous and successful completion of both these tasks.

Dr. K.T. Thomas applauded the effort put in by Dr. Paradkar in the earlier IPR activity and asked her to organise one more such activity for staff members in the near future considering availability of a suitable time slot.

It was decided that the Annual day celebrations would be held on 17 and 18 January, 2020. It was decided that Mrs. Banerjee should plan various programmes and allocate responsibilities of smooth conduct of various events to different members of teaching as well as non-teaching staff.

Also, it was decided to hold Awards day on 7.2.2020 since the Chairman had expressed willingness and availability for the programme. Dr. K.T. Thomas said that he would instruct Dr. Sujatha Janardhan, Coordinator, SHIKHAR Cell, to organize the programme.

It was decided that a time slot should be identified for all members of IQAC to meet regularly so that the tasks should be completed in time.

Dr. Bhagade thanked all members present for the meeting.

Dr. K.T. Thomas, Chairman, IQAC

Thomas K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Soma Banerjee

Dr. Ashwini Paradkar, Member

AParadkar

Mr. Rojo John, Member

Rojo John

Mr. Sachin Guralwar, Stakeholder Member

Sachin Guralwar


Action taken report of meeting held on January 1, 2020

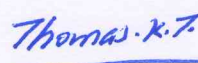
Members of IQAC met on 6.1.2020 to identify time slots where it would be possible to hold meetings for SSR compilation. It was found that no common time slot was available as per the widely spread teaching time table of the members. It was decided to work in the IQAC Room or the Network resource centre of the Library as and when time permitted so that the members could interact while preparing answers to SSR Questions.

Annual Day was celebrated on 17 and 18 January, 2020, with events such as Fete, Sports for students and staff, and cultural events such as dance, drama, singing, show on eminent personalities, instrumental, etc.

Awareness program on Intellectual property Rights was organised for staff members on 27.1.2020 by Dr. Paradkar.

Awards Day was held on 7.2.2020. It was presided over by Most Reverend Elias Gonsalves, Archbishop of Nagpur and Chairman of the College. Medals and Awards were given away to students of the College in appreciation of their performance in Academics as well as overall development.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 9.2.2020

A meeting was held in the IQAC Room of the College on 9.2.2020 at 1.00 PM. The meeting was chaired by Dr. K.T. Thomas, Principal, and chairman of IQAC.

Dr. Advait Bhagade, Coordinator, IQAC expressed that the work of preparing AQAR for 2019-20 and SSR for 4th cycle of accreditation should progress simultaneously, since submission of AQAR was a mandatory requirement for submitting IQA for NAAC reaccreditation.

It was decided to ask for AQAR related information by 31 March and that all other activities carried out till April 30, the end of the session, would be reported separately by the concerned staff members.

It was also decided to hold one more talk by an expert on NAAC Accreditation, and Dr. Thomas informed the meeting that he was in contact with some experts, and the program would be soon finalised.

Dr. K.T. Thomas informed the meeting that a team of external peers from abroad would be visiting the College in the month of February and interacting with the students and staff members. He would inform the dates as soon as they were finalised, he added.

It was felt that the earlier programmes held for IPR awareness should be supplemented by a Workshop on Research methodology. Dr. K.T. Thomas asked the members to identify and contact suitable resource persons to organise the program.

It was decided to observe Matrubhasha Diwas on 20.2.2020 and Marathi Bhasha Diwas on 27.2.2020. Also, it was decided to hold programmes to mark the National Science Day on 28.2.2020. International Women's day would be observed on 8.3.2020 under the aegis of SHAKTI cell. This would be followed by a workshop on gender sensitization.

It was discussed to explore the possibility of holding a workshop on Human values and Ethics, which would be beneficial in the overall development of students. It was decided to identify and contact suitable resource persons.

Dr. K.T. Thomas informed the meeting that a creation of a new computer laboratory, with a capacity of 50 computers, was under consideration. He expressed hope that the work would see a fruitful completion by the end of the academic session.

It was decided that all teachers should be encouraged to register on online portals for resources, etc as a boost to increased use of ICT. It was decided to circulate lists of such portals through notices and social media groups.

Dr. K.T. Thomas expressed gratitude to Dr. Mrs. Pradhan, Advisor, due for superannuation on 29.2.2019 for her services to the College in general and for NAAC and IQAC work in particular.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

APParadkar

Mr. Rojo John, Member

Rojo

Mr. Biju A. Member

Biju

Dr. Purabi Bhattacharya, member

Bhattacharya

Action taken Report of IQAC meeting on 9.2.2019

Dr. Bhagade mailed the requisite formats for gathering information to all staff members, Heads of Departments and Cell In-charges with instructions for giving information.

Dr. Prantik Banerjee, Associate Professor, Hislop College delivered a lecture on revised NAAC methodology on 9.3.2020.

A book display was organised in the College Library on the occasion of the Matrubhasha Diwas on 20.2.2020.

Dr. Lionel D'Souza, along with his team, interacted with all the College students on 22.2.2020. The team also interacted with the staff members of the College on 28.2.2020.

Marathi Bhasha Diwas was held on 27.2.2020. Students and staff of Computer Science Department participated in the program.

A survey showed that about 216 students and 29 teachers had registered on various online portals.

Science exhibition was held on 28.2.2020 to mark the National Science Day. The exhibition was coordinated by Dr. Maheysh Sharrma of the Jigyasa Cell. Simultaneously an Arts Exhibition was also held on the same day to highlight the expertise of students in Drawing, handicrafts and Rangoli.

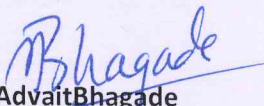
International Women's day was held on 8.3.2020. It was presided over by His Grace Most Reverend Elias Gonsalves, Archbishop of Nagpur and Chairman of the College. Women from the local community were involved in various talks and activities organised. Dr. Purabi Bhattacharya, Coordinator of Shakti Cell, along with other staff members, organised the programme, which received an overwhelming response.


A lecture series on Gender Equity and gender Sensitization by Dr. Kavita Mate was organised by SHAKTI Cell on 12.3.2020 and 13.3.2020.

A Students' Seminar on Human values and ethics was held on March 9, 11 and 14. Dr. G.N. Nimbarte, Head, Department of Sociology, VNIT Nagpur, was the resource person.

Work on creation of new computer laboratory commenced in February 2020.

Further action was delayed due to outbreak of COVID-19 pandemic and subsequent lockdown.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 16.3.2020

An emergent meeting of the IQAC was held on 16.3.2020 to discuss the steps to be taken to combat the oncoming problem of COVID-19. The meeting was held in the Principal's office, chaired by Dr. K.T. Thomas, Principal.

Dr. K.T. Thomas expressed concern over the developing situation of the COVID-19 infections and the impending lockdown. He informed the meeting that he had already given instructions to the College Hostels to send the boarders home, considering the uncertainty of the situation. He also said that entry of students into College was being regulated on need urgency basis, and that biometric attendance of the staff had been suspended as a precautionary measure.

Mr. Rojo John, Member, expressed concern that if lockdowns were imposed, the planned examination schedule of Practical examinations in College as well as theory examinations by the University would be disturbed. It was decided to wait for appropriate instructions from the University.

Dr. Advait Bhagade, Coordinator, expressed that the need of the hour was the well being of the students. It was decided that all teaching staff should remain in regular touch with their respective students through telephonic or social media means, and provide counselling to them as per need.

Mrs. Soma Banerjee, Member, expressed her opinion that if examinations were to suffer a setback, students would lose touch with subject content. It was decided to circulate online resources to the students on WhatsApp groups. It was further decided to take a survey of the online resources being used by students in the form of a Google form. Mr. Biju A., Member, accepted the responsibility of preparing the survey form.

Dr. K.T. Thomas discussed the measures of ensuring social distancing and sanitisation in the premises, especially the College Office. He informed that duties would be allocated to staff to attend College in rotation, as per instructions of the Government and the University.

It was also decided that if need arose, the IQAC would meet in emergency when called upon to do so, irrespective of duty allotted for attending the College. All members expressed willingness for the same.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen

Mrs. Soma Banerjee, Member

Soma

Dr. Ashwini Paradkar, Member

Paradkar

Mr. Rojo John, Member


Rojo

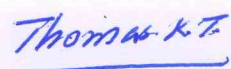
Mr. Biju A. Member

Biju

Action Taken Report for IQAC meeting held on 16.3.2020

Links to online resources such as SWAYAM, e-PG pathshala e-content Courseware, SWAYAM Prabha, NDL, Shodhganga, e-Shodh Sindhu, Vidwan, were circulated to students through social media.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC meeting 17.4.2020

An emergency meeting of IQAC was held in the College Library reading room at 8 AM on 17.4.2020, following appropriate social distancing and sanitisation norms. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC.

Dr. Thomas informed all members present that the COVID-19 spread had reached alarming pandemic proportions worldwide and uncertainty about all aspects of education prevailed in the near future till the situation came back to normal.

He expressed that many students were suffering from anxiety and required counselling. Also, due to the economic consequences of the lockdown, many students were also facing problems of basic necessities.

It was therefore felt that the College should reach out to each student and extend a helping hand wherever required, in the form of food, financial help, psychological or academic counselling.

It was decided to prepare a survey, the SFS College helpline, the link to which would be circulated to all students through social media as well as College website. Mr. Biju A. suggested that the helpline surveys should also be extended to the non-teaching and teaching staff of the College, to which all members expressed agreement.

A committee of 10 teaching staff members was formed to form the COVID-19 helpline and take the survey, followed by aid in whatever form required. Also, Mr. Biju A., Member, was requested to prepare a survey of On-line resources being used by students.

Since the University had postponed the examinations for a second time and since syllabi of some subjects were pending due to lockdown, it was decided to explore the possibility of using online teaching platform to complete the remaining syllabi, provided there was time as per directives of Government and University. Dr. K.T. Thomas informed that he was in touch with the CMS provider of the College for a suitable situation to the problem.

The meeting ended with a prayer for well being of all.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

Paradkar

Mr. Rojo John, Member

Rojo John

Mr. Biju A. Member

Biju A.

Action Taken Report for IQAC meeting 17.4.2020.

1. A survey for use of e-Resources by students was circulated on 22.4.2020.
2. COVID -19 helpline survey was prepared and circulated on 24.4.2020, followed by individual counselling as per requirement indicated through the Google form response sheet.
3. M/S Mastersoft, the CMS provider of the College, agreed to provide Microsoft Teams as a teaching platform till October 2020.



Dr. Advait Bhagade
Coordinator, IQAC



Dr. K.T. Thomas,
Chairman, IQAC