

# IQAC Report 2018 - 2019

## Committee Members:

<b>Dr. (Sr.) Ananda Amritmahal</b>	Principal (Chairperson, IQAC)
<b>Ms. Gilda Pereira</b>	Vice Principal (Arts)
<b>Dr. Yasmin Khan</b>	Vice Principal (Science)
<b>Sr. Annie Peter</b>	Vice Principal (Junior College)
<b>Mrs. Sheila Master</b>	Ex-Student Consultant, IQAC
<b>Dr. Anagha Tendulkar</b>	Coordinator, IQAC
<b>Dr. Roshan D'Souza</b>	Faculty Member
<b>Ms. Jennie Mendes</b>	Faculty Member
<b>Mrs. Boskey Martis</b>	Representative of Office Staff
<b>Mr. Ramesh Ramane</b>	Representative of other non-teaching Staff
<b>Ms. Rajni Desai</b>	Ex-Student
<b>Mrs. Nevah D'Mello</b>	Ex-Student
<b>Sr. Teresa Pereira</b>	Management Representative
<b>Ms. Naomi Viegas</b>	Student Body President
<b>Ms. Kirti Borkar</b>	Cultural Secretary

## Sub Committee Members:

<b>Dr. Anagha Tendulkar</b>	Coordinator, IQAC
<b>Dr. T.C. Roymon</b>	Arts
<b>Ms. Tanaz Asha</b>	Science
<b>Mr. Vijay Vig</b>	Science

## FEEDBACK

The entry and exit point feedback were administered for all classes using the mobile app Campus by, as per the following schedule:

- ♣ FY Entry Point
- ♣ FY SY Exit
- ♣ TYBA Exit - 18<sup>th</sup> January 2019 – 23<sup>rd</sup> January 2019
- ♣ TYBSc, IT, BMM - 5<sup>th</sup> March 2019 – 9<sup>th</sup> March 2019
- ♣ TAQ - 12<sup>th</sup> March 2019 – 16<sup>th</sup> March 2019 (For all BA, BSc., IT, & BMM students using the format provided by NAAC).

The quantitative analysis was provided by the app and a qualitative analysis was arrived at. The MSc. - I & II feedback was administered manually by the Chemistry, Life Science, Biochemistry and Microbiology departments.

A quantitative analysis was arrived at and student's statements about their respective departments was shared with the departments concerned. A feedback from the departments regarding action taken was also received.

## NIRF REPORT

The cell also helped in collecting data and submitting the NIRF Report. Quarries raised by them were also answered.

The India Today questionnaire for Arts and Science was filled and submitted.

## WEBSITE

The website was updated to incorporate the changes brought about after the college became autonomous.

## MIS

MIS Meetings were scheduled with technical staff of Master Software, after the college opted for their cloud based MIS programme. The first meeting was held with the committee and the working of the module was explained. Training was given to the office staff incharge of examination.

Meetings were held to familiarize the staff with the online admission and online fee payment.

## SEMINARS & WORKSHOP

Meetings were held with the IQAC Sub Committee to organize workshops and seminars.

- ♣ 14<sup>th</sup> August 2018
- ♣ 22<sup>nd</sup> August 2018
- ♣ 20<sup>th</sup> September 2018
- ♣ 30<sup>th</sup> September 2018
- ♣ 22<sup>nd</sup> October 2018
- ♣ 3<sup>rd</sup> November 2018
- ♣ 27<sup>th</sup> November 2018
- ♣ 5<sup>th</sup> December 2018
- ♣ 14<sup>th</sup> December 2018
- ♣ 10<sup>th</sup> January 2019

The following events were organized:

- ♣ **Staff Enrichment Programme - On 13<sup>th</sup> October 2018 - Staff enrichment programme. Resource Person Mr. Johnson.**



Mr. Johnson George is a consultant at Ex Sys. The workshop was on “Strategic Planning” and Mr. George stressed on the importance of strategizing and the principles of long and short term planning. It was important for an institution to give a voice of all stakeholders, encourage research, ideas generation, innovation and empower departments. It was imperative to link the values the college upholds with its vision and mission stress was also laid on rewarding, encouraging and praising performers. Lastly a reviewing mechanism should be put in place and the performance of the institution should be analysed.

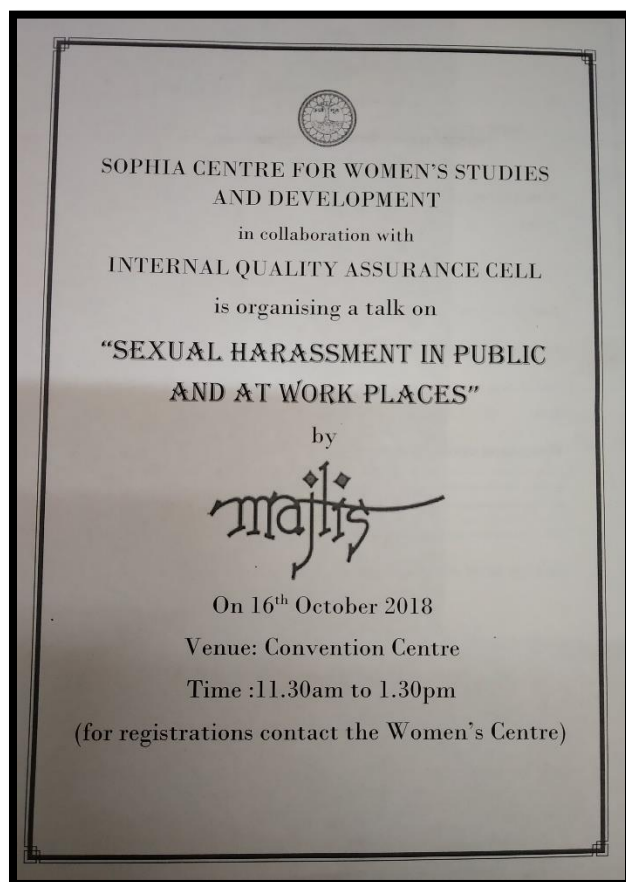
The second half of the session explained the need for making students industry ready. A feedback from industries is needed as then one can train then accordingly. All stakeholders should be involved in strategic planning. The PESTLE (Political, Economic, Social, Technological, Legal and Environmental) and SWOT analysis was carried. Teachers were divided into 4 groups to identify the strengths, weaknesses opportunities and threats the college faces.

The results were linked by Mr. George to the strategic planning process Strategic considerations as explained by Mr. George should involve the collection and analysis of relevant data and information pertaining to all that is part of the strategic planning process, the SWOT analysis and PESTLE analysis. Thus according to him the strategic objectives would have to be, Financial metric, Customer Metric, Internal Process metric, Learning and growth metric and the process of evaluation metric.

The Principal, Sr. Ananda reminded the teachers that to achieve the mission of strategic objective of the institution, self-introspection by faculty members was extremely important so as to put in place programmes for learning at the end of the semester.

In conclusion Mr. George suggested that institutions should have a leader leading from the back, in other words, what was suggested was to have a leadership system which would be non-hierarchical.

♠ **16<sup>th</sup> October 2018** a talk for students on “**Women & Sexual Harassment in public at the work place**” by **Ms. Audrey D’Mello** in collaboration with **Majlis**.



♠ **National Workshop on Revised PBAS Proforma Form and API Calculation under CAS and on MOOCs.** The workshop was held on 25<sup>th</sup> January 2019 for degree college teachers. Local, in-house and teachers from out of the city attended the workshop.



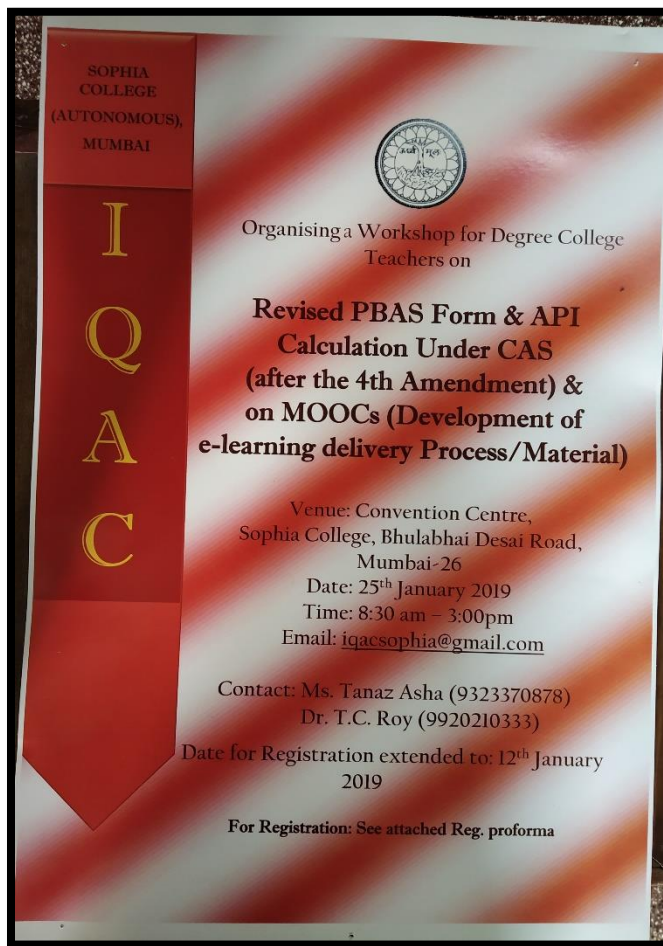
The resource person for the first session on Revised PBAS form and API calculation under CAS, was **Mr. Sunil Mantri**, Director Professional, Higher and Technical Education. Mr. Mantri explained the amendments in the CAS and revised PBAS form. He gave a detailed comparison of the previous rules and the new ones which have been implemented after the 4<sup>th</sup> amendment. He discussed the activities and calculations for all the categories, Teaching Learning and Evaluation, Cocurricular and extension activities and Research. He answered queries and shared all circulars and forms, via email, with all the participants.

The second resource person **Mr. Abhishek Kumar**, spoke on MOOCs, the development of e-learning material. He emphasized the need for e-learning and ICT based learning over and above the conventional and traditional methods. He concentrated on how to develop MOOCs and discussed the following:



- \* Development of e-text.
- \* Guidelines for recording of videos.
- \* Guidelines to avoid plagiarism.
- \* Guidelines for uploading the content on the SWAYAM portal.

He also spoke about the API scours for the developing e-learning material and processing under CAS. He answered queries and shared circulars and workshop material with the participants.



## ADDITIONAL ACTIVITIES

The coordinator Dr. Anagha Tendulkar helped in revising the constitution of the College Union Committee (CUC). She assisted in all RUSA related work, and helped in the digital launch of E-Cell. Donations for Flag Day was also collected.