

DCTs S. S. Dempo College of Commerce and Economics, Cujira, Bambolim, Goa.

MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

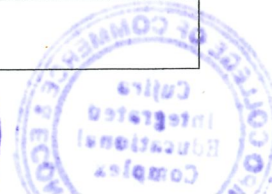
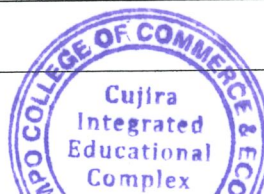
The first meeting of the IQAC for the academic year 2019-20 was held on 16th July 2019 at 11:30 a.m. in the conference room of the college.

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on April 9th 2019
- (ii) Matters arising out of minutes
- (iii) Review of draft 'Programme Outcomes'
- (iv) Programme enrichment initiatives for I.M.Com students
- (v) Set up of placement centre
- (vi) AoB

The following members of the IQAC were present at the meeting:

Sr. No.	Name and Designation
1	Assoc. Prof. Gauri Tamba, <i>Vice Principal & Faculty Representative</i>
2	Dr. Aruna Mesquita e Noronha, <i>IQAC Coordinator</i>
3	Asst. Prof. Anand Naik Panvelkar, <i>NAAC Coordinator & Faculty Representative</i>
4	Dr. Harip Khanapuri, <i>Faculty Representative</i>
5	Dr. Sonya Angle, <i>Faculty Representative</i>
6	Asst. Prof. Aditi Barve, <i>Faculty Representative</i>
7	Ms Anjali Bhide, <i>Librarian</i>
8	Dr. Krishna Gopal Rajanala, <i>Local Society Member</i>
9	Mr. Kirit Maganlal, <i>Industry Nominee</i>
10	Mr. Gaurav Kenkre, <i>Alumnus</i>



11	Mr. Krushnan Naik, <i>Alumnus</i>
12	Mr. Hemant Patil, <i>Student Representative</i>
13	Ms. Nidhi Korgaonkar, <i>Student Representative</i>

The following business was transacted at the meeting:

At the outset, the Vice Principal Gauri Tamba welcomed the IQAC members to the meeting.

(i) Confirmation of minutes of the meeting held on April 9th 2019

The minutes of the previous meeting which was circulated to all members was put up for confirmation.

The minutes of the previous meeting was then proposed by Dr. Gopal Rajanala and seconded by Dr. Harip Khanapuri.

(ii) Matters arising out of minutes - None

(iii) Review of draft 'Programme Outcomes'

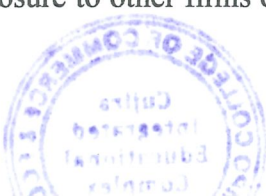
The draft of the outcomes of programmes offered by the college was reviewed by the IQAC. Suggestions were made for each of the programme outcomes prepared.

Dr Krishna Gopal Rajanala suggested that the programme outcomes be emailed to all IQAC members who could go through the same and offer their comments. He suggested that the programme outcomes be simple and brief with an attempt to exclude redundant matters.

(iv) Programme enrichment initiatives for I.M.Com students

- a) **Internship-** Dr Harip Khanapuri informed the house that the college plans for the I.M.Com (Part II) students to take up an internship of 6-weeks whereby, the students could finish their classes early and take up internship preferably with a chartered accountant for the rest of the day.

Mr Kirit Maganlal said that students may be placed in an organization that allows for exposure to other firms outside the state of Goa. To this Dr Gopal replied that if the



student shows interest, they could learn from the Goa based organization irrespective of the size of the organization.

Mr Gaurav Kenkre offered assist some students with the internship programme.

- b) **Interaction with business professionals-** Dr Khanapuri informed the house that the college also plans to provide the I.MCom students with a good exposure in the varied business areas.

Mr Gaurav Kenkre offered the assistance of and his office to contact the members of the ICAI-Goa for guest lectures as per the requirements of the college.

(v) **Set up of placement centre**

Dr Aruna stated the growing responsibilities of the placement committee of the college and asked the house whether it would be advisable for the college to set-up an independent placement centre.

Dr Gopal said that it makes sense for the college to have an independent placement centre if the person appointed has the right set of skills for the job. This he said, should have students as the support mechanism.

Mr Kenkre suggested that the college could look at the option of taking the help of a placement organization for handholding instead of looking to appoint a fresh person.

(vi) **AoB**

- The Vice Principal Ms Gauri Tamba informed the house about the promotion of Anand Panvelkar and Dr Harip Khanapuri to the level of 'Associate Professor'.
- To augment research work in Commerce and Economics, Dr Harip Khanapuri proposed that the institution acquires a good database like CMIE-Prowess. He also proposed that a workshop be organised with a focus on statistical analyses in research. The house accepted the suggestions
- Dr Khanapuri informed the house that the work on the draft Retail Policy was in its final stages and that the same was planned to be sent to GCCI by the following week.

The meeting concluded at 1 pm with a Vote of Thanks by the Vice Principal.

[Signature]
18/09/2019
IQAC COORDINATOR



DCTs S. S. Dempo College of Commerce and Economics, Cujira, Bambolim, Goa.

MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The second meeting of the IQAC for the academic year 2019-20 was held on 18th September 2019 at 11:30 a.m. in the conference room of the college.

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on July 16th 2019
- (ii) Matters arising out of minutes
- (iii) Integration of NAAC- SOP in the college administrative processes
- (iv) Process mapping
- (v) AoB

The following members of the IQAC were present at the meeting:

Sr. No.	Name and Designation
1	Assoc. Prof. Gauri Tamba, <i>Vice Principal</i>
2	Dr. Aruna Mesquita e Noronha, <i>Coordinator- IQAC</i>
3	Asst. Prof. Anand Naik Panvelkar, <i>NAAC Coordinator & faculty Representative</i>
4	Dr. Harip Khanapuri, <i>Faculty Representative</i>
5	Dr. Sonya Angle, <i>Faculty Representative</i>
6	Asst. Prof Aditi Barve, <i>Faculty Representative</i>
7	Mr. Rajesh Bhatikar, <i>Management Representative</i>
8	Mrs. Anjali Bhide, <i>Librarian</i>
9	Dr. Krishnagopal Rajanala, <i>Local Society Member</i>
10	Mr. Uday Kamat, <i>Office Superintendent</i>
11	Mr. Ignacio Zuzarte, <i>Administration Representative</i>
12	Mr. Anvesh Gawas, <i>Student Representative</i>
13	Ms. Sunaina Salgaonkar, <i>Student Representative</i>



The following business was transacted at the meeting:

At the outset, the Vice Principal Gauri Tamba welcomed the IQAC members to the meeting and handed over the proceedings to the IQAC Coordinator.

(i) Confirmation of minutes of the meeting held on July 16th 2019

The minutes of the previous were presented before the members of the house. The same was proposed by Ms Aditi Barve and seconded by Dr Gopal Rajanala.

(ii) Matters arising out of minutes: None

(iii) Integration of NAAC- SOP in the college administrative processes

Anand Panvelkar informed the house that the SOPs provided by NAAC are clear on the requirements in terms of information to be collected and the manner of reporting.

Dr Harip Khanapuri added that every organization has its own way of running their administrative processes. He also stressed on the fact that the filing system in the college needs to be re-worked and aligned with the NAAC SOPs and that we need to evaluate why the administrative systems are functioning the way they are and devise an efficient system of maintaining staff and office records.

Dr Gopal inquired about the requirement of data tables.

Mr Rajesh Bhatikar stressed on the need for creating digital formats. He said that the administrative staff need to be trained on the retrieval of data which is an issue. He also said that the time taken for various tasks is also crucial.

Dr Khanapuri agreed that retrieval of information is an issue, and so is the procedure of appointments. He stressed that defining systems is the need of the hour. Other procedural issues were also brought up by Mrs Gauri Tamba, Mr Anand Panvelkar and Dr Sonya Angle.

Dr Angle suggested that a person be appointed for ERP solutions. To this, Dr Gopal questioned the problem of retrieval of basic information such as staff data.

Dr Harip Khanapuri informed the house that since activities were not recorded efficiently, an ERP was designed for the purpose.

Mr Bhatikar said that a training session was required for the administrative staff on the efficient use of a desktop, as well as for filing system for better access.

Dr Khanapuri asked for suggestions on hiring of an agency to help in developing better administrative/ filing systems.



(iv) Process mapping

Dr Harip Khanapuri asked for suggestions from the house on the structure for commencement of process mapping and how it could be carried out. To this, Dr Gopal replied that a time-line be prepared for different processes, followed by plotting of the process which needs to be displayed. He said that a cross-functional team would be required for the purpose.

Dr Aruna Mesquita mentioned that there was a need for categorization on the basis of processes involved.

Mr Bhatikar suggested that the accounts related processes should be separate from the HR related processes. He also stressed that the time-bound processes need to be tackled on a priority basis. To this, Dr Gopal inquired as to whether the institution has the resources/ manpower to carry out this task. He said that the task of identifying the processes should be taken up by a core committee who should take it up as a challenge.

(v) AoB

a) Ms Sunaina Salgaonkar (student lady representative) mentioned that the B.Com students lack confidence and presentation skills unlike the BBA students who are offered the opportunity for internship. She mentioned that a work experience would give students an edge over the others especially for those intending to pursue a post-graduate degree.

Dr Khanapuri replied that the B.Com students are relatively free for half a day and that they have ample opportunity to seek internship in organisations of interest. He mentioned that the college would assist them in this regard if necessary.

Dr Gopal stated that the college could facilitate this requirement provided there is an understanding on what students need. He also said that seeking practical knowledge will depend on what the students understand about B.Com.

Dr Sonya asked Ms Sunaina to get like-minded students to approach the placement cell based on their interest in securing a summer internship.

Dr Harip suggested that the internships could be structured right from the first year level, beginning with a basic orientation of a company. He mentioned that internships were not only confined to the BBA students and that the I.M.Com students have also been sent for audit work under practicing chartered accountants.



b) Mrs Gauri Tamba informed the house that the consultancy project on the 'Retail Policy of Goa' was completed by the college team headed by Dr Aruna Mesquita e Noronha and that the final draft was submitted to GCCI for discussion with the government officials and final implementation.

The meeting ended at 12:50 pm with a vote of thanks proposed by the Vice Principal Mrs Gauri Tamba.

Aruna Mesquita e Noronha
07/11/2019
IGAC COORDINATOR

Gauri Tamba
PROFESSOR and PRINCIPAL
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Cujira - Goa.



DCTs S. S. Dempo College of Commerce and Economics, Cujira, Bambolim, Goa.

**MINUTES OF THE MEETING OF
THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The third meeting of the IQAC for the academic year 2019-20 was held on November 7th 2019 at 11:30 a.m. in the conference room of the college.

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on September 18th 2019
- (ii) Matters arising out of minutes
- (iii) 'Action Taken Report' on matters discussed at the IQAC meetings from the academic year 2018-19
- (iv) Plan for B.Voc. Programme
- (v) AoB

The following members of the IQAC were present at the meeting:

Sr. No.	Name and Designation
1	Dr. Radhika S. Nayak, <i>Principal and Chairperson (IQAC)</i>
2	Assoc. Prof. Gauri Tamba, <i>Vice Principal</i>
3	Dr. Aruna Mesquita e Noronha, <i>Coordinator- IQAC</i>
4	Asst. Prof. Anand Naik Panvelkar, <i>NAAC Coordinator & Faculty Representative</i>
5	Dr. Harip Khanapuri, <i>Faculty Representative</i>
6	Dr. Sonya Angle, <i>Faculty Representative</i>
7	Mr. Rajesh Bhatikar, <i>Management Representative</i>
8	Mrs. Anjali Bhide, <i>Librarian</i>
9	Dr. Krishnagopal Rajanala, <i>Local Society Member</i>
10	Mr. Kirit Maganlal, <i>Industry Nominee</i>



The following business was transacted at the meeting:

The Principal Dr Radhika Nayak welcomed the IQAC members to the meeting and handed over the proceedings to the IQAC Coordinator.

(i) Confirmation of minutes of the meeting held on September 18th 2019

The minutes of the previous were presented before the members of the house. The same was proposed by Dr Krishna Gopal Rajanala and seconded by Dr Harip Khanapuri.

(ii) Matters arising out of minutes: None

(iii) Action Taken Report on matters discussed at the IQAC meetings from the academic year 2018-19

A detailed list of matters discussed at the previous IQAC meetings was presented to the members of the house and each of the issues was reviewed in the light of the action taken thus far.

- a) The Principal Dr Radhika Nayak updated the house that the draft of the retail policy had been submitted to GCCI and that there was no update on further action taken on the matter. To this, Mr Kirit Maganlal replied that the retail committee of GCCI headed by Mr Hari Kaul was in the process of inviting participation of the Retail Association of India (RAI) in finalising the draft policy. He added that the CII would also likely be involved in the same. Mr Maganlal also complimented the project team of the college on the professionally drafted Retail Policy.

The Principal informed the house that a new research project was proposed by Dr Deepali Churi from the department of Economics on 'State Finances'. Mr Maganlal felt that the CII western region would be the right organization for collaboration in the stated area. It was felt that the research project would help the state government to look at innovative ideas on revenue generation.

- b) The house was updated on the fact that it was offering 34 courses under the DCSD with an independent coordinator from the commencement of the



- e) Assessment of training needs for the administrative staff was decided to be carried out only after working on the job profiles.
- f) Dr Harip Khanapuri informed the house that there was good feedback from the students of I.M.Com regarding the 6-week internship from 2 to 5 pm that they were allotted under a chartered accountant. The students acquired skills in the area of working on GST and audit work. It was also stated that the SY students of Retail Management went through a 4-week internship with retail stores for the second year since 2018-19.
- g) Dr Aruna Mesquita e Noronha informed the house that a proposal for setting up an independent 'Placement centre' was being made to the management as there was a need for a full-fledged facilitation centre for coordination of campus placement of students as well as internship offering.

(iv) Plan for B.Voc. Programme

Dr Radhika Nayak informed the house that the college plans to move forward with the commencement of a B.Voc. programme with specialisation in Media and Entertainment from the academic year 2020-21. The NoC for the same was being sought from the DHE and assistance to be offered by FICCI. She also stated that the programme would offer – Animation VFX, Graphic designing, Event management, Photography, and an opportunity for the student to exit with a diploma at the end of the first year; an advanced diploma after the second year; or complete the programme with a B.Voc degree at the end of the third year.

Queries were raised on the planned B.Voc programme with regard to:

- The extent to which it would differ from the existing PGDM in Event Management?
- Whether the B.Voc programme compares with courses offered under the DCSD and ITI.
- The extent to which the course will be "hands-on", or will offer practical training.
- Whether the institution can pitch for a platform at IFFI where discussions can be held with experts.



academic year 2019-20. It was mentioned that the pricing and timings for some courses were yet to be finalized and that the weekends are not preferred by the industry. Mr Maganlal suggested that the industry bodies be tapped to obtain data on prospective participants for the courses. Dr Gopal stated that industry will depute employees for such courses only if they are in need of the same and therefore the college needs to have a plan on how it will move ahead with the planned courses.

- c) With regard to setting up of an incubation centre, Mr Maganlal was of the view that the Atal Incubation Centre (AIC) at GIM has proved to be very successful.

Dr Harip Khanapuri stated that the college could start something on the lines of an incubation centre that would give a push to students who would be interested in the area, as it would also provide an opportunity for students to start thinking and form groups. Dr Sonya Angle mentioned that some students are interested in the same. The Principal suggested that a space for browsing and discussion be first created. Dr Gopal opined that instead of getting into setting-up of an incubation centre, it would be advisable to get into the value chain process instead. Another suggestion by Mr Maganlal was to create a shark tank where a platform is offered for students to pitch their ideas for investment. Dr Radhika Nayak proposed that the students be encouraged to ideate and the college assists them by leading them to financiers for realisation of their ideas. Dr Khanapuri also suggested that the college could consider a tie-up with technical institutions such as CIBA for the purpose. The administrator Mr Rajesh Bhatikar encouraged the institution to tie-up with established incubation centres such as 'Ignite' and 'CIBA' to gain access to a wider pool of experts.

- d) With regard to the 'White paper prepared on commerce education in Goa vis-à-vis top commerce colleges in the country', the Principal informed the house that there has been no response from GCCI-Education wing after submission of the said paper.




- The reasons why such a programme was not being done yet, and whether there is a leap of faith somewhere.

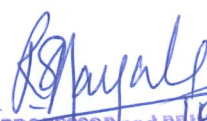
The Principal stressed on the intended programme being more practical oriented and that Goa being the right area for promotion of media and entertainment opportunities. Mr Maganlal suggested that relevant information be obtained from existing event management companies in Goa and also a study to be carried out on whether the planned course can encourage entrepreneurship or offer job opportunities.

(v) **AoB**

The Principal mentioned that the four faculty members had been granted promotions under the CAS.

The meeting ended at 1:30 pm with the vote of thanks proposed by the Principal Dr Radhika Nayak.


10/10/2020
IQAC COORDINATOR


10/10/2020
PROFESSOR and PRINCIPAL
S.S. DEMPO COLLEGE OF
COMMERCE & ECONOMICS,
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Cujira - Goa.



MEETING HELD ON NOVEMBER 7TH 2019 - ACTION TAKEN

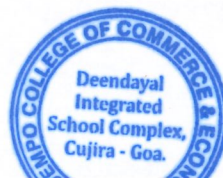
1. Final draft of Retail Policy submitted in August 2019 – To be followed up with GCCI by Mr Kirit Maganlal.
2. White on Commerce Education in Goa – Response yet to be received from GCCI education committee
3. Project on Block Chain – Dept. of Commerce organized a One-Day State level seminar on “Emerging Technologies in Business: Digital Marketing & Block Technology” on 7th March 2020. The participants were enlightened on the opportunities in Block chain development.
4. Mentoring practices – Various activities and sessions were carried out for TY.B.Com students
5. Training need assessment for administrative staff – Online training sessions offered to the administrative staff
6. Job description, profile and process mapping – to be done
7. LMS CAMU by Advaitaa – Introduction of a common platform/ software by DHE
8. B.Voc Programme –
 - a) Plans to introduce it from the academic year 2021-22 as a flagship programme under Dempo Skill Development Centre.
 - b) NOC obtained from the government
 - c) In discussions with the government for coordination with Media & Entertainment Skill Council of the National Skill Development Council
 - d) The drafted syllabus is being modified under the guidance of the media skill council by Ms Runa Menezes


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INTERNAL QUALITY ASSURANCE CELL
Action Taken Report of the IQAC for the Academic Year 2019-20

S.No	Recommendations of IQAC	Action Taken
1	Draft Programmes outcomes: <ul style="list-style-type: none"> Programme outcomes to be revised shared all IQAC members 	<ul style="list-style-type: none"> Programme Outcomes revised after inputs were received from the IQAC. Finalized version prepared
2	Programme enrichment initiatives for IMCom: <ul style="list-style-type: none"> Internship for IMCom (Part II) students preferably with Chartered Accountants. Interaction with business professionals for students of IMCom 	<ul style="list-style-type: none"> Students of IMCom (Part II) were placed for an Audit assignment with chartered accountant firms for a period of one month in August 2019 Interaction with business professionals in specialized domain areas of chartered accountancy, company secretary and chartered financial analyst were organised, where the IMCom students were provided an insight into careers in the specialized areas
3	Set-up of Placement Centre: <ul style="list-style-type: none"> The college may set up independent placement centre- appointment of a person with the appropriate skills, with students as the support mechanism OR Take the help of a placement organisation 	<ul style="list-style-type: none"> The Placement cell continues to organise campus placement programmes
4	Integration of NAAC-SOP in the college administrative processes: <ul style="list-style-type: none"> Define systems for recording information and ease of information retrieval. Develop better administrative/ filing systems. 	<ul style="list-style-type: none"> Process initiated Recruitment process and documentation are being streamlined
5	Process mapping: <ul style="list-style-type: none"> Prepare a timeline for different processes through a cross-functional team. Tackle time-bound processes on priority, core committee to be appointed. 	<ul style="list-style-type: none"> Identification of key processes to be carried out



S.No	Recommendations of IQAC	Action Taken
6	Revision of Institutional Vision and Mission <ul style="list-style-type: none"> Brainstorming sessions to be carried out for inputs from internal IQAC members, faculty and IQAC 	<ul style="list-style-type: none"> The process of revising the visions and mission of the college began during the academic year 2018-19. After brainstorming session with the internal members of the IQAC, members of the teaching faculty and the IQAC members, the revised version was finally approved by the management, along the addition of Institutional Values. The process was completed in Feb-March 2019 The revised Vision and Mission along with the addition of institutional Values were then displayed on all college platforms during the academic year 2019-20
7	Plan for BVoc Programme <ul style="list-style-type: none"> Compare with other similar courses Study the extent to which the programme will offer hands-on training Seek a platform for discussion with experts Seek necessary approvals 	<ul style="list-style-type: none"> NOC being sought from the Directorate of Higher Education (DHE) NOC being sought from the Board of Studies, Goa University Plan for discussions with the Government and the Media & Entertainment Skill Council. Plans to introduce from 2021-22 as a flagship programme under DCSD
8	Incorporating an institutional LMS <ul style="list-style-type: none"> Work on incorporating the LMS through 'CAMU' by Advaitaa 	<ul style="list-style-type: none"> The Learning Management System through the ERP was being developed to suit the requirements of the institution. 'MS-Teams' has been activated by CAMU in May 2020 for the use of PG students of the institution. An orientation was provided to faculty members on the same



Karada
IQAC COORDINATOR

Mayale
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