

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

The first meeting of the IQAC for the academic year 2020-21 was held on October 10th 2020 at 11:30 a.m. in the commerce laboratory of the college and through Google Meet (online).

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on November 7th 2019
- (ii) Matters arising out of minutes & Action Taken
- (iii) Plans for 2020-21
- (iv) Planning during pandemic for:
 - a) Skill development
 - b) Internships
 - c) Resource sharing
 - d) Student mentoring
- (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	Mr. Kirit Maganlal, <i>Industry Nominee</i>

The following business was transacted at the meeting:

In the absence of the Principal, the Vice Principal Gauri Tamba chaired the meeting and extended a warm welcome to all the members. She informed the house that IQAC member Dr Harip Khanapuri is faculty member on lien/ external member on the IQAC.

- (i) **Confirmation of minutes of the meeting held on November 7th 2019:** The minutes that were circulated to all members in advance were proposed by My Kirit Maganlal and seconded by Mr Anand Naik Panvelkar
- (ii) **Matters arising out of minutes & Action Taken:** Action taken on matters discussed at the previous meeting were presented by the IQAC Coordinator Dr Aruna Mesquita e Noronha as follows-
 - a) *Final draft of Retail Policy submitted to GCCI in August 2019* – This was to be followed up with GCCI by Mr Kirit Maganlal.
Mr Maganlal contacted the head of the retail committee of GCCI with a request to expedite the matter.
 - b) *White paper on Commerce Education in Goa* – Submission of the paper on ‘Commerce education in Goa vis-à-vis to top commerce colleges in the country’ to GCCI has not yielded any response from GCCI education committee till date. Follow-up on the same was necessary.
 - c) *Project on Block Chain* – To begin with working on the area, the department of Commerce organized a One-Day State level seminar on “Emerging Technologies in Business: Digital Marketing & Block Technology” on 7th March 2020, wherein the participants were enlightened on the opportunities in Block chain development. For this purpose, the department invited a resource person from the ‘Blockchain institute of Pune’. Further plans were hampered by the pandemic. However, the college looks forward to online programmes to work on the area.
 - d) *Mentoring practices* – Various activities and sessions were carried out for B.Com students which, have been documented.

- e) *Training need assessment for administrative staff* – Online training sessions by way of certificate courses offered by ‘Udemy’ were offered to the college administrative staff.
 - f) *Job description, profile and process mapping for the administrative staff* – This was yet to be worked upon.
 - g) *LMS CAMU by Advaitaa* – Dr Harip Khanapuri updated the house on the fact that the college had finalized on subscribing to the LMS ‘CAMU’ offered by Advaitaa. However, he said that since the DHE has begun the process of incorporating a common LMS software / platform LMS for all colleges, it was decided to drop the earlier plan as it would involve huge costs that would be a waste if DHE’s LMS was to be eventually incorporated.
 - h) *B.Voc. Programme* – Dr Noronha updated the house on the progress made with regard to the programme. She mentioned that the college was working on introducing the same from the academic year 2021-22 as a flagship programme under the Dempo Skill Development Centre, the NOC already obtained from the government. The college is in discussions with the government for coordination with Media & Entertainment Skill Council of the National Skill Development Council. The drafted syllabus was being modified under the guidance of the media skill council by faculty member Ms Runa Menezes.
- (iii) **Plans for 2020-21:** The college plans of various departments were presented to the house by the IQAC coordinator along with plans of major committees / clubs viz; Dempo Wizards, IT Club, DCEMA, Placement committee, Value education & Counselling cell and the Library.
- (iv) **Planning during pandemic for:**
- a) **Skill development-** Mr Bhatikar shared the practice of the Dempo HSS where bridge courses were being conducted by the school with funding being sourced through the PTA. He suggested that a similar practice could be adopted by the college where certificate courses could be funded by associations such as the PTA



or through some other college sponsorship initiatives instead of burdening students with additional expenditure.

The option of online training through tie-up with industry was also brought up. Dr Harip mentioned that a Bangalore agency offered online courses with a module of 2 weeks with 2 hours of sessions per day, 3 times per week. This was to be a joint certification. Mr Bhatikar mentioned that the time period / limit for online exposure was also to be considered.

- b) Internships-** Dr Harip Khanapuri spoke about the possibility of student internships during the pandemic which are difficult to implement in case of B.Com students as it is not a part of the prescribed curriculum. He said that some companies offer online internships in some areas and where internships have been assigned credits in the programmes, Goa University has asked for students to take up Swayam / online certificate courses.

Dr Sonya Angle said that the final year BBA students, who could not complete their internships during the previous academic year were asked to take up online courses in their areas of specialization. She said that this option could be offered wherever credits are allotted for internships.

Mrs Gauri Tamba and Mr Bhatikar inquired about what needs to be done for I.M. Com internships.

Mr Bhatikar asked whether this (online courses in leu of internships) could be adopted for both UG as well as PG students. If so, the college could move ahead with this suggestion.

Dr Sonya mentioned that some online courses have been approved by the university and the same could be shared with the students of other programmes.

- c) Resource sharing-** Dr Arif mentioned the paper specific guidance was being provided by faculty members to students for sourcing of online reading material /resources that includes free download of books.

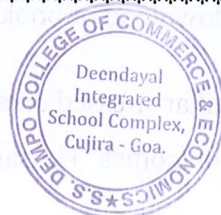
- d) Student mentoring-** Mr Bhatikar stressed on alignment with NAAC requirements which speaks of policy and outcomes. He said that we need to attain clarity on

where mentoring stops and counselling begins. Stressing on the need for proper mapping of students' progress, Mr Bhatikar said that we could have a separate meeting to discuss this matter in detail.

(v) **AoB:**

- a) The administrator suggested that until the DHE ERP falls in place, the college could consider the adoption of the CAMU-ERP offered by Advaitaa since it had a strong OBE module. Dr Khanapuri informed the house that DHE had incorporated the admission module, the next module being that of examination. He mentioned that in the absence of a dedicated LMS, the process of mapping student progress would be delayed and therefore we could look into approaching DHE to check if it was possible to activate their OBE module that would help to generate the required results.
- b) The IQAC coordinator updated the house on the 'Digital Learning Readiness Survey' carried out during the admission process for students of all programmes offered by the college. This survey, she said helped to understand the level of preparedness of the students for online learning that was the main mode of teaching during the COVID-19 Pandemic, which has helped to decide on the duration of the online sessions, mode of resource sharing, and so on
- c) Mr Bhatikar mentioned that NAAC has revised the 'Student Satisfaction Survey' and that we should customize our SSS along the same lines. He also suggested that the college conducts a mock SSS to take feedback on the online teaching-learning during the pandemic.

The meeting ended at 1pm with the vote of thanks by Dr Harip Khanapuri



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**THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT**

Meeting held on 10th October, 2020

S.No	IQAC Discussions / Suggestions	Action Taken
1	Implementation of college plans:	<ul style="list-style-type: none"> • Organisation of online events such as webinars on various topics, online sessions on IPR, online activities and competitions (also commemorating specific days of importance such as Goa liberation day, short story writing day, etc), e-waste collection drive. • Facebook page started to support activities under the Placement committee
2	Plans specific to the COVID-19 Pandemic: <ul style="list-style-type: none"> • Skill development of students • Student internship • Student mentoring • Customisation of 'Student Satisfaction Survey' 	<ul style="list-style-type: none"> • Skill development - Initiated a plan for 'Online certificate courses' as well as promotion and revival of the Dempo Centre for Skill Development Centre (DCSD). • Student internship- Two students were selected for internship programme by 'Zinglin Media Pvt. Ltd.' and 1 student took up a short internship as part of ISA (SY.B. Com-Event management), apart from the internships taken up by students of the self-financed programmes • Student mentoring- Compliance with the college mentoring policy during



S.No	IQAC Discussions / Suggestions	Action Taken
		<p>the pandemic through online student interaction.</p> <p>• Others- Customization of 'Student Satisfaction Survey' (SSS) for 2020-21 for feedback on the online teaching-learning during the pandemic.</p>

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24/04/2021

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

The second meeting of the IQAC for the academic year 2020-21 was held on April 24th 2021 at 11:30 a.m. in a blended format, at the College auditorium / Online (Google Meet).

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on October 10th 2020
- (ii) Matters arising out of minutes & action taken
- (iii) Skill development initiatives
- (iv) Campus-to-Corporate programme
- (v) NAAC preparedness
- (vi) AoB

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

Sr. No.	Name and Designation
1	Dr. Radhika S. Nayak, Principal and Chairperson (IQAC)
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	Asst. Prof. Aditi Barve, <i>Faculty Representative</i>
8	Mr. Rajesh Bhatikar, <i>Management Representative</i>
9	Mr. Kirit Maganlal, <i>Industry Nominee</i>

10	Dr. Gopal Rajanala, Industry Nominee
11	C.A. Gaurav Kenkre, Industry Nominee

The following business was transacted at the meeting:

At the outset, the Principal, Dr. Radhika S. Nayak extended a warm welcome to all the members.

(i) Confirmation of minutes of the meeting held on October 10th 2020:

The minutes that were circulated to all members in advance were proposed by Mr. Kirit Maganlal and seconded by Vice Principal, Ms. Gauri Tamba.

(ii) Matters arising out of minutes & Action Taken: Action taken on matters discussed at the previous meeting were presented by the IQAC Coordinator Dr. Aruna Mesquita e Noronha as follows-

The members were briefed on the status of implementation of college plans which included, online events, a 'Facebook' page to support placement activities, skill development, mentoring activities and internships by Dr. Aruna Mesquita e Noronha.

(iii) Skill development initiatives: Principal, Dr. Radhika Nayak further elaborated on the skill development activities. She informed the members about the success of various courses offered by the Dempo Centre for Skill Development (DCSD) in physical mode last year. Given the physical constraints of the pandemic, the Institution has signed a Memorandum of Understanding with IBM for offering over 7500 courses of varied subjects under their CSR programme to the students. The students have been encouraged to sign up for at least one course per semester. The faculty members have also been encouraged to sign up for the same to upskill themselves. She also mentioned that the college would be entering into an MOU with Coursera soon for more such relevant courses. The college has planned for bridge course for new admissions at the F.Y.B.Com. level

(iv) Campus-to-Corporate programme: C.A. Gaurav Kenkre briefed the members about a 15-day 'Campus to Corporate' internship programme being designed by the alumni committee for the students. He recommended having a sub-committee to monitor communication, marketing and accounting of the various courses being designed. He also expressed the need for Industry backing, from bodies like GCCI. He suggested meeting with Mr. Sandip Bhandari, Chairman of GCCI, for the same. C.A. Gaurav also



threw light on the courses which would have a practical aspect to it as the highlight, such as, Principles of Accounting and Income Tax, GST-Law and Compliance, Digital Marketing etc. Dr. Harip Khanapuri expressed that some of the courses were similar to ones being offered by the Dempo Skill Development Centre and the courses of limited hours maybe content heavy. The members agreed on a need to firm up and simplify the content. The programme received a nod from all the members.

- (v) **NAAC preparedness:** Dr. Radhika Nayak updated the committee about our NAAC peer team visit in Sept 2022, and mentioned that we need to upload the Self Study Report by Feb/ March 2022 for the same. She briefed them about the preparedness of the institution for the same. Regular presentation sessions by criterion heads were being held with the Administrator and the gaps therein were being identified. These in turn were shared criterion-wise by Dr. Aruna Mesquita and the members were updated about the status of the same. She also mentioned that all the Criterion members were working towards bridging the same.

Mr. Bhatikar expressed his concern on the student feedback data, a NAAC requirement which he mentioned is sketchy and recommended that at least 50% students should be responding to the same. He said we should work on a robust system in this year by involving the entire faculty body to achieve this objective.

- (vi) **AoB:** Other matters discussed were as under –
- a) C.A. Gaurav Kenkre offered his support to extend a collaboration to the Institution with the ICAI, Goa Chapter for various initiatives.
 - b) Dr Radhika Nayak also informed the members about the new Mental Health Policy formulated by the Institution by the Value Education and Counselling Cell. She elaborated on the importance of helping people students manage their mental health as this was a cause of concern, especially in these pandemic conditions. Vice Principal Ms. Gauri Tamba expressed the need to have a formal Student Induction policy as well as a Disaster Management policy.
 - c) Principal Dr. Radhika Nayak updated the members on the status of Retail Policy drafted by the Institution. That in a meeting with Secy. to the Hon. Chief Minister, Mr. Ashok Kumar, he mentioned that the state was working towards notifying the retail policy as the policy of Goa. He said this would be done after checking the status of such similar policies and their implementation of the same in the other states.
 - d) Dr. Radhika Nayak briefed the members about the automation of the library which is underway using 'NewGenLib' module and we are close to the completion of the same. The bar coding of books has been completed she mentioned. She also briefed the members about the launch of the 'Dempo Literati club', in order to inculcate the love for reading, intellectual exchange among students and hone skills in creative

writing and blogging. There would be additional benefits to members in form of added reading card to borrow books of interest. The club has organized various programs including book exhibitions, short story writing competition, a book review session and a creative writing workshop.

- e) Dr. Radhika Nayak also informed the members about the Learning Management software (IAIMS), that the DHE has launched. It has 34 modules for Institution management and the moment 2 modules have been activated, namely admissions and teaching-learning.
- f) Dr. Radhika Nayak updated all about the office space being renovated for smoother administrative functioning.
- g) Dr. Radhika Nayak also highlighted that the New Education Policy focuses on vocational education and skill enhancement of students. Keeping in line with this, the B.Voc. programme is planned to be launched by us this ensuing academic year. The college was in final stages of working on the MoU and financials.

The meeting ended at 1 pm with the vote of thanks by Dr Radhika Nayak

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Ms. gnutan Nayak
25.04.2022
IQAC CO-ordinator

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Radhika Nayak
25.04.22
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**THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT**

Meeting held on 24th April, 2021

S.No	IQAC Discussions / Suggestions	Action Taken
1	Skill development initiatives: <ul style="list-style-type: none"> Online courses through MoUs 	<ul style="list-style-type: none"> Online courses offered by DCSD through MoU with 'CSR Box IBM SkillsBuild', during the Pandemic period. Around 7000 free online courses were offered to students. 132 students enrolled for various courses offered under the MoU during the AY 2020-21. MoU with Coursera- the plan was shelved as it was not feasible. Bridge course for newly admitted students- A certificate course of 30 hours on 'Applied Accounting' was offered to students of FY.BCom in October 2021. 24 students benefitted from the same.
2	Campus-to-Corporate programme: <ul style="list-style-type: none"> Plan to offer skill enhancement to students for industry readiness. 	<ul style="list-style-type: none"> A 15-day 'Campus-to-Corporate' internship programme was designed for the final year students by the Alumni Association. The plan was to be implemented during the summer vacation. However, due to the rise in COVID-19 cases, the plan was not taken forward.



S.No	IQAC Discussions / Suggestions	Action Taken
3	NAAC preparedness: <ul style="list-style-type: none"> Identification of gaps in criterion-specific information 	<ul style="list-style-type: none"> Preparation being carried out to bridge the indentified gaps. AQAR 2020-21 being finalised for upload. The first draft of the SSR prepared by the SSR committee along with the IQAC and criterion-heads
4	Library automation: <ul style="list-style-type: none"> Incorporation of 'NewGenLib' 	<ul style="list-style-type: none"> NGL Library Management Software, NewGenLib EE v3.2 version has been incorporated and includes barcoding of all books. A single barcode-based ID issued to staff and students, for library access and resource borrowing facility/ The library OPAC system is available to all members of the library and access has also been enabled through QR codes. The library also uses a daily check-in / check-out system for all members.
5	B.Voc programme:	<ul style="list-style-type: none"> The plan for the same was kept on hold due to the National Education Policy 2020 that was planned for implementation in the near future and the uncertainty of implications pertaining to the introduction of the planned programme.



Karunkha
25/04/2022

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