

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

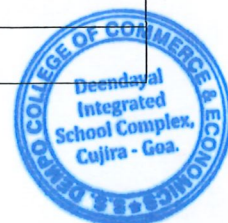
The first meeting of the IQAC for the academic year 2021-22 was held on April 25th 2022 at 11:30 a.m. in the conference room of the college.

The agenda for the meeting was as under:

- (i) Confirmation of minutes of the meeting held on April 24th 2021
- (ii) Matters arising out of minutes & action taken
- (iii) Implementation of plans 2021-22
- (iv) AQAR 2020-21
- (v) Institutional policy on key areas of functioning
- (vi) Green / Energy audit
- (vii) 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	Dr. Aruna Mesquita e Noronha, <i>Vice Principal</i>
3	Assoc. Prof. Nutan Nayak, <i>Coordinator- IQAC</i>
4	Dr. Sangeeta Chakrabarty, <i>Asst. Coordinator- IQAC</i>
5	Assoc. Prof. Anand Naik Panvelkar, <i>NAAC Coordinator & Faculty Representative</i>
6	Assoc. Prof. Nikhil Varerkar, <i>Faculty Representative</i>
7	Dr. Sonya Angle, <i>Faculty Representative</i>
8	Asst. Prof. Namrata Wagle, <i>Faculty Representative</i>
9	Anjali Bhide, <i>Librarian</i>
10	Dr. Harip Khanapuri, <i>Academic Representative</i>
11	C.A. Gaurav Kenkre, <i>Alumnus</i>
12	Gaurav Gaitonde, <i>Student Representative</i>
13	Naina Narvekar, <i>Student Representative</i>
14	Sanroy D'Sousa, <i>Student Representative</i>



The following business was transacted at the meeting:

The Principal Dr. Radhika S. Nayak chaired the meeting and extended a warm welcome to all the members.

The following business was discussed at the meeting:

(i) Confirmation of minutes of the meeting held on April 24th 2021:

The minutes of the previous meeting that was e-mailed to all the members in advance, was proposed by Dr. Sonya Angle and seconded by C.A. Gaurav Kenkre.

(ii) Matters arising out of minutes & Action Taken:

The Action-taken on matters discussed at the previous meeting was presented by the IQAC coordinator Ms. Nutan Nayak. The members were briefed on the status of implementation of college plans which included skill development initiatives, the Campus-to-Corporate programme, NAAC preparedness and other matters.

(iii) Implementation of plans 2021-22:

The institutional plans made at the commencement of the academic year were presented by IQAC coordinator Ms. Nutan Nayak along with the status of implementation of the plans.

Suggestions were made on how the college could carry out more activities in addition to its existing plans:

-Dr. Harip Khanapuri suggested that the college offers courses for the society under the outreach programme. To add to this, C.A. Gaurav Kenkre opined that under the banner of 'Unnat Bharat Abhiyan', the college could conduct courses for school students along with other activities which are conducted in adopted villages.

- With regard to 'Financial literacy programmes', C.A. Kenkre Gaurav offered, on behalf of the ICAI, Goa chapter to enter into a collaboration with the institution. For this purpose, it was agreed that a MoU be signed with Ms. Namrata Wagle as the coordinator.

-In fulfillment of the plan of the Faculty Development and Research Committee (FDRC) in organizing a workshop on 'Statistical analysis using Orange software' for the teaching faculty, Dr. Harip Khanapuri offered to conduct the same as resource person.

Dr. Sangeeta Chakrabarty suggested that FDRC committee should have documented policy regarding research ethics and plagiarism. The list of UGC approved journals should also be



uploaded on our college website she added. To this, Dr Aruna mentioned that a document on research ethics for the institution was already drafted by Asst. Professor Yash Prabhugaonkar (member of the FDRC), along with a suggestion for a plagiarism-checker software, with the approval of the Principal and the Administrator

- Training programmes for the non-teaching and support staff were also suggested, to which the Vice Principal, Dr Aruna stated that training for the support staff was being scheduled during the month of May. Training for the non-teaching staff would be planned.

-Regarding the contribution from the 'Alumni Association', Dr. Harip Khanapuri stated that it should be above ₹ 5,00,000/-. Dr. Aruna informed the house that ₹ 200/- has been collected from Third Year B. Com students towards alumni contribution.

-Mr. Anand Naik Panvelkar highlighted that the Career Guidance and Placement cell has conducted various activities during the academic year and that training and campus placement activities were to be given importance as it was being done during the previous academic years.

-Principal, Dr. Radhika Nayak asked General Secretary Gaurav Gaitonde to sensitize students about the free online courses offered by the institution through 'IBM Skill Build CSRBox'. She stressed on the importance of building up student resumes with additional courses, apart from the regular programmes.

- Dr. Harip Khanapuri stressed on the importance of the number of student beneficiaries from the additional / value-added courses offered, as a requirement of NAAC. To this, Mr Gaurav Kenkre suggested that student coordinators be appointed for different courses and that the best class award could be awarded to the class that completes maximum hours of courses.

Dr Aruna was of the opinion that class points towards the same could be a part of the 'Annual Students' Fest' (organised for the first time in March-April 2021) from the next academic year onwards

(iv) AQAR 2020-21

IQAC coordinator Ms. Nutan Nayak presented the AQAR 2020-21 to the members and informed them that the same is planned to be uploaded on NAAC portal by 10th May 2022. She mentioned that AQAR 2018-19 and 2019-20 were already uploaded on NAAC portal on 30th and 31st December 2021 respectively.



(v) Institutional policy on key areas of functioning:

The Vice Principal presented the draft of the Institutional Policy on key areas of functioning. This document covered various aspects such as 'Standard Operating Procedures' (SOPs) for college committees, SOPs for general functioning of the institution, SOPs for the use of college facilities, policy for research ethics and plagiarism, Organisation of events such as the Annual Students' Fest. Suggestions were invited from the IQAC on other aspects that could be included in the Institutional Policy.

(vi) Green / Energy audit:

The Principal informed the house that the college had accepted a proposal for conduct of green audit for the academic year 2021-22 by 'Shubhankar Environmental Services'. The work order for the same was already sanctioned by the Management. She added preliminary requirements were already forwarded to the audit agency, while some information pertaining to the structure was awaited from the concerned person (Mr Ratish) handling that aspect and that information would be forwarded to the audit team when available.

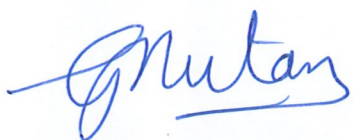
(vii) AoB:

- (a) Dr Aruna Mesquita updated the house on the 'Digital Learning Readiness Survey' that was carried out for the second year in succession to assess the level of student readiness for online and hybrid learning systems.
- (b) The IQAC was updated on the new MoUs signed during the year with regard to - Music classes, Pencil insight, ITAPPZ (Digital marketing), GMA, GIPARD
- (c) The plan for new certificate courses was discussed.
- (d) The Principal informed the IQAC about the approval of the Management for Smart LED panels for interactive learning. The final decision on implementing the same was yet to be taken.
- (e) Dr Radhika Nayak informed the house regarding appointing of Advanced learners as Teaching assistants / Student mentors for the benefit of slow learners. This, she said was being implemented for the students of the MCom programme.

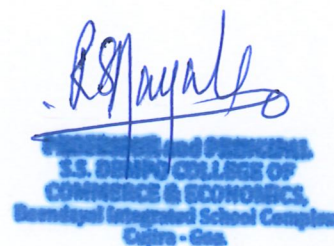


- (f) The Principal Dr. Nayak briefed the members about the library software that was being installed by the college library would be running parallel with 'Koha' software which was soon to be incorporated by the Director of Higher Education for all institutions of higher education.
- (g) The IQAC was briefed by the Principal about the plan to introduce a 'Post Graduate Diploma in Sports Management', for which talks with the concerned organisations were being held.
- (h) Dr. Aruna Mesquita e Noronha mentioned about the college compliance with the 'Institutional Mental Health Policy' under Students' counselling and value education cell.
- (i) The house was briefed on a retail-based survey being planned by GCCI in collaboration with the college students (TY.BCom and MCom) who have volunteered for the same.

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



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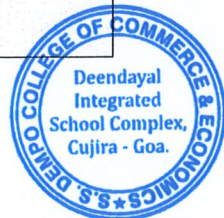
**THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT**

Meeting held on 25th April, 2022


S.No	IQAC Discussions / Suggestions	Action Taken
1	Outreach programmes: <ul style="list-style-type: none"> Suggestion to offer courses for the society under the outreach programme along with other activities in the adopted villages. 	<ul style="list-style-type: none"> The department of IT (faculty and students) collaborated with the <i>The Senior Citizens Guild, YMCA, Campal</i> on 14th May 2022 to familiarize senior citizens with awareness on 'Social Media Security and Cyber Safety' issues. 13 students and 2 teachers visited the centre and assisted 55 senior citizens with their smart phone settings and other queries.
2	Financial literacy programmes: <ul style="list-style-type: none"> Collaboration between the institution and the ICAI Asst. Prof. Namrata Wagle to coordinate 	<ul style="list-style-type: none"> Draft MoU has been prepared, and a formal adoption awaited
3	Workshop on 'Statistical analysis using Orange software': <ul style="list-style-type: none"> The Faculty Development and Research Committee to organise for the teaching faculty 	<ul style="list-style-type: none"> To be planned
4	Training programme for non-teaching staff: <ul style="list-style-type: none"> Implement the training plans for MTS Plan training programmes for non-teaching staff 	<ul style="list-style-type: none"> Training sessions for Multi-Tasking Staff organised Asst. Prof. Vishal Rane and Laboratory Assistant Mithun Gawas as trainers.

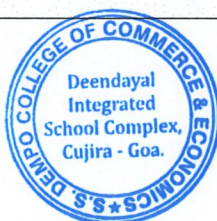


S.No	IQAC Discussions / Suggestions	Action Taken
		<ul style="list-style-type: none"> The MTS staff have been trained on - Emergency rescue operation for the elevator occupants, operation of Dolby sound system, operation of the PA system, operation of LCD projector.
5	Training and Placement activities: <ul style="list-style-type: none"> Career guidance, training and placement activities to be given importance 	<ul style="list-style-type: none"> Campus Placement Drive organised for the final year BBA students from 1st to 4th June 2022, where recruitment opportunities were offered by 16 companies and 70 students registered for the drive. Institutional placement drive planned for 29th and 30th of June 2022 for the final year students of all the programmes offered by the college with 17 participating companies. Around 125 students registered for the drive. 29th June - 'Career and Placement Training' for all students registered for the placement drive and interviews planned for 30th June 2022.
6	Enhancement of skill development of students: <ul style="list-style-type: none"> Students to be sensitized on the free online courses offered through 'IBM Skillsbuild' 	<ul style="list-style-type: none"> Online courses under the MoU with 'CSRbox IBM SkillsBuild' has been promoted for student enrolment.



S.No	IQAC Discussions / Suggestions	Action Taken
7	Green / Energy audit: <ul style="list-style-type: none"> • Proposal for conduct of green audit 	<ul style="list-style-type: none"> • The college has provided necessary information to the audit agency after the work order was sanctioned by the management. • Structural information pertaining to the college building yet to be provided by the maintenance in-charge.
8	New certificate courses: <ul style="list-style-type: none"> • Plans for new courses to enhance skills of students 	<ul style="list-style-type: none"> • Certificate course in Graphic designing- Syllabus drafted, faculty identified. • Train-Earn-Learn (TEL) Certificate course through ICAI being planned and MoU to be signed with ICA.
9	Introduction of a PG diploma course in 'Sports Management': <ul style="list-style-type: none"> • Plan for introduction 	<ul style="list-style-type: none"> • Talks with the concerned organisations being held.
10	Retail-based survey by GCCI through the students of the institutions: <ul style="list-style-type: none"> • Follow-up with GCCI for student orientation and involvement 	<ul style="list-style-type: none"> • A meeting for the student volunteers is being planned with Mr Hari Kaul (General Manager-CMM / Head of Retail Committee - GCCI) and the student volunteers of the institution during the month of June.

for  25/06/22
IQAC CO-ORDINATOR
S.S. DEMPO COLLEGE OF
COMMERCE & ECONOMICS,
Deendayal Integrated School Complex,
Cujira - Goa.



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

The second meeting of the IQAC for the academic year 2021-22 was held on June 25th 2022 at 11:30 a.m. in the conference room of the college.

Agenda:

- (i) Confirmation of minutes of the meeting held on April 25th 2022
- (ii) Matters arising out of minutes & action taken
- (iii) Review of 2021-22
- (iv) AQAR and SSR
- (v) NEP 2020
- (vi) Skill Development Initiatives for 2022-23
- (vii) 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	Dr. Aruna Mesquita e Noronha, <i>Vice Principal</i>
3	Dr. Sangeeta Chakrabarty, <i>Asst. Coordinator- IQAC</i>
4	Assoc. Prof. Nikhil Varerkar, <i>Faculty Representative</i>
5	Dr. Sonya Angle, <i>Faculty Representative</i>
6	Asst. Prof. Namrata Wagle, <i>Faculty Representative</i>
7	Anjali Bhide, <i>Librarian</i>
8	Dr. Harip Khanapuri, <i>Academic Representative</i>
9	Mr. Kirit Maganlal, <i>Industry Nominee</i>
10	C.A. Gaurav Kenkre, <i>Alumnus</i>
11	Gautami Karapurkar, <i>Administration Representative</i>
12	Ignacio Zuzarte, <i>Administration Representative</i>
13	Gaurav Gaitonde, <i>Student Representative</i>
14	Naina Narvekar, <i>Student Representative</i>

The following business was transacted at the meeting:

The Principal Dr. Radhika S. Nayak chaired the meeting and extended a warm welcome to all the members.

The following business was discussed at the meeting:

(i) Confirmation of minutes of the meeting held on April 25th 2022:

The minutes of the previous meeting that was e-mailed to all the members in advance, was proposed by Dr. Harip Khanapuri and seconded by C.A. Gaurav Kenkre.

(ii) Matters arising out of minutes & Action Taken:

Clarification on some matters pertaining to the minutes of the previous meeting were provided.

The Action-taken on matters discussed at the previous meeting was presented by the assistant IQAC coordinator Dr Sangeeta Chakrabarty. The action-taken report covered - Courses for the society under 'Outreach programmes', Financial literacy programmes through a collaboration, planned workshop on 'Statistical analysis using Orange software' for the teaching faculty, training programme for the teaching and non-teaching staff, training and Placement activities, skill development of students through online courses, Green / Energy audit, New certificate courses, Introduction of a PG diploma course in 'Sports Management', Retail-based survey by GCCI through the students of the institutions

(iii) Review of 2021-22:

Dr Sangeeta Chakrabarty presented the highlights of the academic year 2021-22.

The house was briefed about the conduct of online classes and the subsequent transition into physical mode in phases beginning from December 2021 till March 2022. The Principal Dr Radhika Nayak informed the members that students were disconnected with the academic process after a year and a half of online teaching-learning and evaluation. She said that the results of BCom semester V reflected below average performance but hoped that semester VI appeared would show better performance.

Apart from the academic performance, the highlights of 2021-22 included the newly launched inter-class Dempo Student Fest 2021-22 mentored by the cultural committee and college clubs, to provide a platform for honing the talents and skills of students while



encouraging healthy competition. Among the other activities presented included those of the NSS, NCC, students' achievements in extra-curricular activities, as well as awards won by students at various inter-collegiate events.

(iv) AQAR & SSR:

The Principal Dr Nayak informed the house that the validity of the NAAC accreditation stands till 2nd May 2022 and added that the college should complete the NAAC process of SSR upload by December 2022 (6 months after the accreditation).

The Vice Principal Dr Aruna Mesquita e Noronha updated the IQAC about the successful submission of AQAR 2019-20. AQAR 2020-21 was planned to be submitted before the extended deadline of 31st July 2022.

Dr Radhika Nayak also stated that the report of the academic year 2021-22 was to be incorporated into the 'Self-Study Report' (SSR). The college has planned for the upload of the SSR by September 2022, in which case the visit of the NAAC Peer Team would be during December 2022.

The Principal clarified doubts of CA Gaurav Kenkre on the NAAC process.

(v) NEP 2020:

Dr Radhika Nayak spoke about a few of the changes expected with the transition into the National Education Policy 2020, some of which include:

- A 4-year graduation programme was planned to be launched by Government. The option available for students in transition period to choose between the 3-year or 4-year programme.
- Institutions of higher education would have the option of being constituents of the University or independent universities. The independent / autonomous institutions are required to have a student strength of 3500 for which colleges could form clusters according to geographical locations. The colleges could be of multi-disciplinary in nature but the student strength would have to be met.
- The overall emphasis of higher education as per the NEP is on holistic and multi-disciplinary approach.

The IQAC members discussed about the various administrative issues due to different management bodies coming together.



Dr Harip Khanapuri expressed his views regarding the lack of clarity on of the implementation of the NEP particularly for the post-graduate students.

The Principal explained that there would be issues faced at all levels during the phase of transition and that there we would all need to follow the directives of the Directorate of Higher Education with regard to the various changes that were required to be incorporated.

(vi) Skill development initiatives for 2022-23:

The IQAC was apprised of the initiatives being take for skill development of students during the ensuing academic year 2022-23, as follows-

- The DHE has tied up with *Microsoft* for student skill development through the initiative of *DigiSaksham*, which is free of charge. To offer students training under the initiative the college had planned to make the course compulsory for all students of First-Year BCom.
- A collaboration with the ICAI, Goa branch for the Train-Earn-Learn (TEL) programme that would offer student training in accounting skills, followed by internship for select students. The charges for which was to be around Rs 400 per student. Gaurav Kenkre provided more information on how the planned course would benefit students in terms of building skills and confidence in handling accounting-based jobs. The college planned to make the course compulsory for all Third-Year BCom students.
- For the Second-Year students, the college planned to offer soft-skills training through the Dempo Centre for Skill Development (DCSD)
- Appointment of a new coordinator for DCSD and a Placement officer for the institution.

(vii) AoB:

(a) Dr Aruna mentioned that the Green Audit certificate was yet to be issued due to pending information that was yet to be provided by the Mr Ratish who looks after various aspects of the college building.

(b) The Principal updated the IQAC on the plans of the college to start with two additional courses under the Post-Graduate Diploma in Management (PGDM), in addition to the existing PDGM- Event Management, viz; PGDM- Banking & Finance and PGDM- Stock Market Operations. The two courses she said, were approved by the Management and the proposal for the same was being submitted to the DHE for approval.

Mr Kirit Maganlal appreciated the newly initiated and said that student learning on the stock market was important.



Dr Harip Khanapuri suggested that internship in banks could be explored for students opting for the course in banking and finance.

(c) Dr Sonya Angle informed that the BBA department had organised a placement fair for its students where 70 out of 90 students were accepted by the 16 participating companies. She added that the average initial salary offered was Rs 15000.

Dr Aruna added that the college has also planned for a Placement Fair for all final year students on the 29th and 30th of June 2022, for which 120 had applied till date.

The IQAC was informed that the BBA department had signed a MOU with GMA which would hand-hold students for start-up activities.

(d) As discussed during the previous meeting, Dr Aruna updated the IQAC on the follow-up to the preparation of the draft Retail Policy by the college and the GCCI, where the latter had planned to carry out a survey among various retail stores in the State through the students of the college. She said that the survey was being coordinated with Mr Hari Kaul who was the head of the retail committee-GCCI. Mr Kirit Maganlal added that the purpose of the survey was to map the retail eco-system in the State.

Dr Radhika Nayak stated that the importance of retail business was being emphasised in the State and that through the initiative of Mr Hari Kaul, there was a proposal to introduce 'Retail Management' as an independent course. She added that the Vice Chancellor had carried out a brain-storming session with the college Principals to consider the same and that the proposal was being taken up with the head of the Board of Studies for PG programmes at Goa University.

(e) To develop soft skills amongst BCom students, the students' representatives at the IQAC suggested field visits for TY. BCom students, as well as internships in different fields like costing and accounting. Suggestions were also given for inviting industry professionals from different fields for interactions, so that students would get better insights into industry requirements and experiences.

It was suggested that the institution's Alumni association should organize student driven activities, business events and communication and soft skills.

The Principal Dr Radhika Nayak informed the IQAC that she would retire as Principal of the college on the 30th of June 2022 and expressed her gratitude to all the members of the IQAC for their cooperation and support to the institution during her tenure as the head of the institution.



The IQAC placed on record the immense contribution of Dr Radhika Nayak towards the growth of the institution and expressed their gratitude to her for her selfless service to the institution. Mr Gaurav Kenkre remarked that the college can clearly be identified in terms of pre- Dr. Radhika and post-Dr Radhika times and that the second period showed tremendous positive improvements for the college.

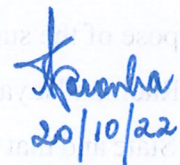
Dr Harip Khanpuri spoke about the changes brought about by Dr Radhika as Principal of the college and that her retirement would be a loss for the institution, although she has started a number of initiatives and built systems that the institution could carry forward.

The IQAC meeting concluded at 1:30 pm with the IQAC members thanking Dr Radhika Nayak for her assistance, support, immense contribution and transformation of the college during her tenure as Principal of S.S. Dempo college since August 2009.


20/10/22

IQAC CO-ORDINATOR
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20/10/22

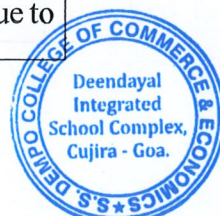
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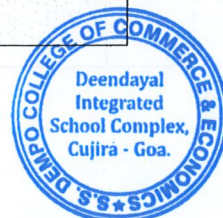
**THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT**

Meeting held on 25th June, 2022

S.No	IQAC Discussions / Suggestions	Action Taken
1	AQAR & SSR: <ul style="list-style-type: none"> Submission of AQAR 2020-21 Upload of SSR 	<ul style="list-style-type: none"> AQAR 2020-21 submitted in October 2022. The preparation of the Self Study Report (SSR) is nearing completion. The college shall submit the Institutional Information for Quality Assessment (IIQA) online for seeking assessment and accreditation by NAAC. The college has requested an extension of three months for submission of the SSR in view of the recruitment process for the position of the Principal being underway (Response from NAAC awaited).
2	NEP 2020: <ul style="list-style-type: none"> Incorporating changes for transition into the NEP 2020 	<ul style="list-style-type: none"> Guidelines of the DHE and Goa University being followed w.r.t implementation of the NEP2020. Revision of syllabi for the PG programmes- MCom, MTM. Formation of institutional cluster in progress.
3	Skill development initiatives:	<ul style="list-style-type: none"> Enrolment of students for Microsoft's <i>DigiSaksham</i> has not been done due to



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	<ul style="list-style-type: none"> • Collaboration and implementation of planned initiatives 	<p>issues with the service provider. Student enrolment planned for November 2022.</p> <ul style="list-style-type: none"> • TEL- Student enrollment planned for the ensuing semester • Youth Employment Programme (YEP) by TCS through a collaboration with DHE- 197 final year students of BCom and BBA enrolled. 156 students attended the orientation by Ashok Ramnany (TCS Trainer) for the final year students on 7th September 2022. <ul style="list-style-type: none"> - 98 students attended TCS trainer interaction with the final year BCom students regarding the YEP programme on 21st September 2022. - YEP commenced with two batches on 22nd September 2022 in physical mode. 119 students are attending this programme B. Com - 88 and BBA - 31. • 'CSR Box-IBM SkillsBuild' orientation for new batches planned for the last week of October 2022.
4	Other:	<ul style="list-style-type: none"> • NOC granted by the DHE for the two additional courses proposed under the Post Graduate Diploma viz; PGDM-Banking & Finance and PGDM-



S.No	IQAC Discussions / Suggestions	Action Taken
		<p>Stock Market Operations. The proposed syllabi have been submitted to Goa University for approval from the Board of Studies- PG programmes, the course structure being prepared for the same.</p> <ul style="list-style-type: none"> • Placement Drive 29th June - Pre-placement talk for students enrolled for placement and 30th June 22 - 18 companies visited the campus to conduct the placement interviews. 120 students registered and attended the placement drive. 17 students were selected through the drive and received offer letters. • Students of TY.BCom- Business Management have enrolled for the survey of retail stores across the State, as part of the planned collaborative effort with the retail committee of the GCCI. • Mr Vishal Rane appointed as Training, Placement and Marketing officer of the institution. • The college has signed a MOU with the ICAI on 7th October 2022, for academic collaboration that would benefit students of IMCom, MCom and BCom. (Initiated by the IQAC at the meeting held on 25th April 2022)


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