

## **Minutes for IQAC meeting held on 24th November 2018**

### **Members present:**

Principal -Dr. Jayshree Mehta

Co-ordinator- Dr. Vincent D'mello

Vice Principal- Dr. Subhash D'Souza

Prof. Prasad Dabre

Prof. Kavita Almeida

Prof. Romia Correia

Prof. Jessica D'mello

Dr. Joana Tuscano

Dr. C.J Rebello

Dr. Vandana Tuscano

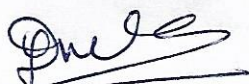
Dr. Dinesh Sanadi

### **Agenda:**

- Significant activities made under IQAC.
- Committees formation- duties and responsibilities assigned criteria wise.
- Discuss AQAR, events organised and to be organised.

Following are the minutes of last meeting held on 24th November 2018. Meeting began with permission of the chair. IQAC co-ordinator Dr Vincent D'mello read out agenda of the meeting. Following points were discussed in the meeting. Principal Dr. Jayshree Mehta appealed to all our staff members that we have to be very active, enthusiastic, systematic and prompt as we are facing third cycle of NAAC and also encouraged teachers to undertake various departmental activities. The vice principal Dr. Subhash D'Souza informed that all departmental activities should be under IQAC banner. The Principal expressed the need to invite experts for training for the process of new methodology of NAAC. She also shared the process of Cluster colleges being formed for getting required guidance. Dr. Joanna Tuscano discussed the activity formats and IQAC documentation. The document details were read and responsibility was distributed among various criterion convenors based on the purview of each committee. She

informed all convenors that they need to conduct two weekly meetings with their respective committee before every fortnightly meeting with IQAC members. Minutes of these two meetings may be presented to IQAC for sharing and further deliberations and action. Earlier NAAC cycle documents to be studied well to identify gaps and how we can score better. Dr. Vincent D'mello requested to submit departmental activity report to Jessica madam, Shraddha madam and Dinesh sir, so that whenever we want it we will get it instantly without wasting time and energy and Jessica madam should keep proper record of all these activities. Dr Vincent D'mello suggested that while forming committees and assigning duties and responsibilities to teachers if similar type of responsibilities were assigned which they had undertaken last time of NAAC, it would be easier for them to carry out their duties. Dr Jonnna Tuscano said that first we should work on last NAAC recommendations. Prof. Prasad Dabre pointed out while organising activities teachers should keep in mind the development of students and improvement in quality of education. Prof. Kavita Almeida raised up the issue related to skill development programme in the meeting. She stated that the issue should be discussed in CDC meeting. Meeting concluded with vote of thanks by Dr. Vincent D'mello.



Dr. Vincent D'mello  
(IQAC Co-ordinator)

**IQAC Co-Ordinator**  
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Dr. Jayshree Mehta  
(Principal)

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of Arts & Commerce,  
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## **Minutes for IQAC meeting held on 3<sup>rd</sup> January 2019.**

### **Members present:**

Principal -Dr. Jayshree Mehta

Co-ordinator- Dr. Vincent D'mello

Vice Principal- Dr. Subhash D'Souza

Prof. Prasad Dabre

Prof. Kavita Almeida

Prof. Romia Correia

Prof. Jessica D'mello

Prof. Joana Tuscano

Dr. C.J Rebello

Dr. Vandana Tuscano

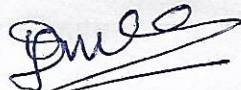
Prof. Jagdish Sansare

### **Agenda:**

- Convocation Ceremony
- International Conference

Following are the minutes of last meeting held on 3<sup>rd</sup> January 2019. Meeting began with permission of the chair. IQAC co-ordinator Dr. Vincent D'mello read out agenda of the meeting. The principal Dr. Jayashree Meheta announced that the sanction of amount of research paper presentation would be paid by the management to encourage and motivate the faculty members. It was decided to appeal the commercial banks and financial institutions for banner display in conference. Prof Prasad Dabre informed that 3 resource persons were approached to be the guest of honour for the upcoming conference but still the confirmation are pending from their side. Dr. Joanna Tuscano insisted that teachers should encourage and motivate students to take part and present paper in conference. Prof. Kavita Almeida reported that the projector and mikes in the auditorium were not working properly. Dr. Subhash D'Souza suggested to invite a resource person who would provide guidance for writing a research paper. Faculty members from various colleges in the vicinity are to be approached for publicity of conference. Dr. Subhash D'Souza said that impact factor of the journal to be confirmed from the JJTU authorities. Prof. Vandana Tuscano appealed the teachers to inform students about dates of

upcoming convocation ceremony and registration for it. The meeting concluded with vote of thanks by IQAC co-ordinator Dr. Vincent D'mello.



Dr. Vincent D'mello

(IQAC Co-ordinator)

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Dr. Jayshree Mehta

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## **Minutes for IQAC meeting held on 16th May 2019.**

### **Members present:**

Principal -Dr. Jayshree Mehta  
Co-ordinator- Dr. Vincent D'mello  
Vice Principal- Dr. Subhash D'Souza  
Prof. Prasad Dabre  
Prof. Kavita Almeida  
Prof. Romia Correia  
Prof. Jessica D'mello  
Dr. Joana Tuscano  
Dr. C.J Rebello  
Dr. Vandana Tuscano  
Dr. Dinesh Sanadi  
Prof. Jagdish Sansare  
Prof. Deepa Lopes  
Prof. Lovina D'cruz  
Prof. Jeslina Correia  
Prof. Sangeeta Pandit  
Prof. Sampada Almeida

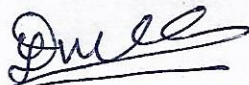
### **Agenda:**

- Academic and administrative audit
- Departmental activities
- Research activities
- To update college website
- Discussion on placement cell

Following are the minutes of last meeting held on 16th May 2019. Meeting began with permission of the chair. Following points were discussed in the meeting. The principal Dr. Jayashree Mehta said that IQAC manual is to be followed to the extend possible for effective conduct of IQAC work. We were supposed to do academic and administrative audit soon after NAAC 2015 but till today it has not been done. We have to complete it on priority basis. She



also said that each teacher has been given theme based on value education and they are expected to conduct various theme-based activities during academic year 2019-20. The principal requested to submit departmental activities report to Jessica madam, Dinesh sir and Shraddha madam. Research activities should be strengthened. The principal encouraged and motivated teachers and students to take part intensively in research related activities. The vice principal Dr. Subhash D'Souza appealed to publish college magazine Josephites with the top most priority as it is a mirror of a College. The principal expected the cooperation of teachers in this regard. She suggested that department wise documentation of various activities should be done on the same day with the attendance, photographs and brief reports. She stated that every activity taking place to be recorded and uploaded on YouTube. College prospectus should be ready before the admission process, IQAC co-ordinator Dr Vincent D'mello said. The vice principal Dr. Subhash D'Souza requested that college rules and regulations including exams, library, discipline should be displayed outside principal's office, library as well as on students notice board and also to be uploaded on college website and teachers' qualification, achievements, publications should also be uploaded on College website. The principal requested all the staff members to complete their assessment work within prescribed deadline given by exam department. She further said that result should be declared within 30 days and the same should be uploaded on the college website. The principal appealed all teaching faculty to take initiative to organise various professional courses, breach courses, remedial coaching for the upliftment of the students. The responsibility of placement cell was assigned to Wilfred sir. Details regarding placements were to be displayed on the college notice board. Each teacher should help at least 10 students to prepare their biodata. Campus interviews are to be arranged. The meeting concluded paying vote of thanks by IQAC co-ordinator Dr. Vincent D'mello .



Dr. Vincent D'mello  
(IQAC Co-ordinator)

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Dr. Jayshree Mehta  
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## **Minutes for IQAC meeting held on 6th June 2019.**

### **Members present:**

#### Attendees of the meeting

1. Dr jayashree Mehta -Principal
- 2.Dr. Subhash D'Souza -Vice principal
3. Dr Vincent D'Mello - IQAC Co-ordinator
- 4 :Dr .JoanaTuscano
5. Dr. Vandana Tuscano
- 6 Asst.Prof.Romeia Correia
6. Asst.Prof.Kavita Almeida
- 7 Dr. Mrs. Clementine Rebello
- 8 Asst. Prof.Sangeeta Pandit
- 9 Asst. Prof.Dora Rodrigues
- 10.Asst. Prof. Jordin Carvalho
- 11 Asst Prof Shradha lopes
- 12 Asst.Prof.Jessica D'mello
- 13 Asst. prof. Mrs Deepa Lopes
- 14.Asst. Prof.Prasad Dabre
- 15.Asst. Prof. Wilfred Dmonty
- 16.Asst. Prof Elvia Gonsalves
- 17.Asst. Prof. Jeslina Correia.
- 18:Asst Prof Sampada Almeida
- 19.Asst.Prof. Lovina D'Cruz

#### Agenda of the meeting:

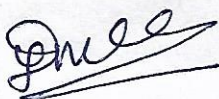
Formation of new committees

To strengthen the research culture

Follow up with NAAC Committees

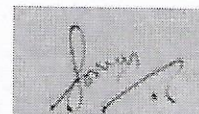
Following are the minutes of the last meeting held on 6 June 2019. meeting design under the leadership of IQAC incharge Dr Subhash D'Souza sir vice principal

- 1 the meeting opened up with members being distributed in various committees.
2. Dr. Subhash D'Souza Sir strongly emphasized on enhancing research culture among teachers as well as students in order to face NAAC effectively.
3. Further it was discussed that management has placed a great emphasize on strengthening placement cell and its development to lend a proper assistance to the students in terms of finding appropriate employment.
4. Dr Subhash D'Souza Sir also stated that we need to start with CBGS system as per last NAAC's recommendation and which is already in practice.
5. After the discussions various committee heads read out some of the initiatives taken by them for the academic year 2019-20.
6. The meeting concluded with vote of thanks by vice principal Dr Subhash D'Souza Sir



Dr. Vincent D'mello  
(IQAC Co-Ordinator)

**IQAC Co-Ordinator**  
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Dr. Jayshree Mehta

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## **Minutes for IQAC meeting held on 25th June 2019 from 9:30 a.m. to 12.30 pm**

### **Members present:**

Principal - Dr. Vincent D'mello

Co-ordinator- Dr. Joanna Tuscano

Vice Principal- Dr. Subhash D'Souza

Prof. Prasad Dabre

Prof. Kavita Almeida

Prof. Romia Correia

Prof. Jessica D'mello

Prof. Dora Rodrigues

Dr. C.J Rebello

Dr. Vandana Tuscano

Dr. Dinesh Sanadi

Prof. Deepa Lopes

Prof. Lovina D'cruz

Prof. Jeslina Correia

Prof. Sangeeta Pandit

Prof. Sampada Almeida

### **Agenda**

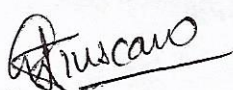
- To update college website
- Alumni registration
- SSR

Dr Subhash D'Souza informed all the convenors that in the next meeting they can make a brief PowerPoint presentation of five minutes duration showing the current progress and any challenges that their criterion may be facing. All-important formats in soft and hard copy versions are given to the convenors. Dr Vincent D'mello briefed all about the staff profile to be uploaded on the college website. Highlights will be uploaded on the website and more detailed staff information will be updated. Also, other things such as documentation verification, student satisfaction survey etc. will go on side by side. Other things such as the



Academic and Administration Audit, Student Satisfaction Survey and Alumni Registration need to be followed up. Prof. Joanna Tuscano had requested to conduct a session on the revised process of the NAAC accreditation. She informed all the staff members that with the previous accreditations the colleges emailed and sent a hard copy to the NAAC office. Now as per the new process we are to upload all the information online. We will be assessed on the basis of the peer team visit, quantitative and qualitative data and the student satisfaction survey.

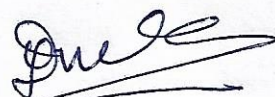
Dr Vincent D'mello stressed on the importance of a robust college website. We need to check if the website is up to date and identify loopholes in our website. He suggested that we can check the websites of the other colleges which have got 'A' grade and above. We need to identify the strength of our college and project it on the website. Prof. Kavita Almeida said that each criteria convener has to work on the indicators with their respective teams. She also stated to make a list of documents to be uploaded and the coordinators and conveners should check which documents are ready. Self-evaluation and self-motivation is a key to quality work. Dr Vincent D'mello informed that the SSR is student oriented and the student satisfaction survey is one of the most important aspects of it. Hence students need to be oriented about the importance of their role in the NAAC reaccreditation. The role of the student teacher relation will play a key role in the orientation of students. Professor Prasad Dabre requested that alumni meetings should be held, and alumni association should be formally registered and parent teacher meeting should be held twice a year. Prof. Vandana Tuscano said that placement related information should be maintained, and appropriate documentation of job placement is essential. The session was very fruitful and highly interactive. It ended with a vote of thanks.



Dr. Joanna Tuscano

(IQAC Co-ordinator)

**IQAC Co-Ordinator**  
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Dr. Vincent D'mello

(Principal)

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## **Minutes for IQAC meeting held on 3<sup>rd</sup> July 2019 from 12.00 pm to 1.30 pm**

### **Attendees of the meeting:**

- 1: Dr Vincent D'Mello -Principal
- 2: Dr. Subhash D'Souza -vice principal
- 3: Dr.Joana Tuscano-IQAC coordinator
- 4: Asst prof Deepa Lopes
- 5 Asst prof shradha Lopes
- 6 Asst prof Sabina Correia
- 7 Asst prof Dora Rodrigues
- 8 Asst prof Stavina Dodti
- 9 Asst prof Sampada Almeida
- 10 Asst prof Jordin Carvalho
- 11 Asst prof Sangeeta pandit
- 12.Asst prof: wilfried d'monte
- 13 Asst Prof Jessica D'mello
- 14 Dr Clementine Rebello
- 15 Asst prof: Kavita Almeida
- 16 Asst Prof Jagdish Sansare
- 17 Asst Prof Shifa Correia
- 18 Asst Prof Alina Dabre
- 20 Asst Prof Lovina D'cruz
- 19 Asst Prof Jeslina Correia
- 21 Asst Prof Elvia Gonsalves
- 22 Asst Prof Alisha Tuscano
- 23 Asst Prof Romeia Correia

### **Agenda of the meeting:**

- Advertising strategy to be adopted
- Various initiatives to be undertaken for upcoming NAAC
- Reporting of various activities already undertaken.

Following are the minutes of the last meeting held on 3<sup>rd</sup> July 2019 the meeting begin shop at 12:00 p.m. in the management room under the leadership of IQAC coordinator Dr Joana Tuscano incharge Dr. Subhash D'Souza the vice principal.

The IQ AC coordinator spoke about initiatives to be taken in accordance with admission strategy teaching plan departmental activities and academic calendar.

Workshops to be organised by the respective faculties i.e, Assistant professor Romia Correia and Assistant professor Deepa Lopez on English fundamentals and Excel functions.

Discussions on brainstorming discussions on brainstorming and admission strategy to be adopted so that more number of students can be admitted in the college was undertaken.

Dr Subhash D'Souza the vice principal and IQAC incharge propose the need to advertise in renowned newspapers such as Maharashtra times and lokmat So that more people across geographic area can be covered.



In the same light Asst.Professor. Sansare mentioned the different outcomes of advertising in different media.

Jordan sir spoke on which advertisement to give more focus on and how students feedback is important.

Dr Clementine madam supported Sansare Sir in this light and urged to emphasize on sports and cultural activities promotion.

Deepa madam and other faculties discussed about problems encountered in implementing blazers for SFD department.

Principal Dr.Vincent Sir of about the completion of gymkhana and canteen construction work by 15th August, 2019

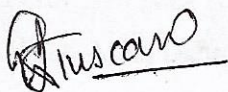
we use faculties discussed various problems encountered in the most prominent reason behind reduction in the animations.

Wind animal in emphasized on students admissions process to be made lenient.

Asst.Prof. Prasad Dabre Sir informed about alumni students to donate books worth Rs. 20,000/-

For poor children of St.Joseph college & Zilla Parishad school,Satpala.

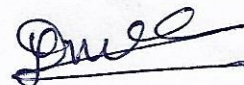
Vote of thanks was proposed by vice principal Dr.Subhash D'Souza Sir.



Dr. Joanna Tuscano

(IQAC Co-ordinator)

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Dr.Vincent D'mello

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## **Minutes for IQAC meeting held on 31/07/ 2019 from 9:30 a.m. to 12.30 pm**

### **Members present:**

Principal - Dr. Vincent D'mello

Co-ordinator- Dr. Joanna Tuscano

Vice Principal- Dr. Subhash D'Souza

Prof. Prasad Dabre

Prof. Kavita Almeida

Prof. Romia Correia

Prof. Dora Rodrigues

Dr. C.J Rebello

Dr. Vandana Tuscano

Dr. Dinesh Sanadi

Prof. Deepa Lopes

Prof. Lovina D'cruz

Prof. Jeslina Correia

Prof. Sangeeta Pandit

Prof. Sampada Almeida

Prof. Alina Dabre

Prof. Wilfred D'monte

### **Agenda:**

- AQAR
- Workshops

Following are the minutes of the last meeting held on 31<sup>st</sup> July 2019. Meeting began with permission of the chair. IQAC Co-ordinator Dr. Joanna Tuscano read out agenda of the meeting. Following points were discussed in the meeting. IQAC co-ordinator Dr. Joanna Tuscano discussed new guidelines of AQAR and RAR online submission and strongly emphasized on submission of all activity reports of 2018-19 on or before 20<sup>th</sup> August 2019.

Organise, attend workshops to understand new methodology. Dr Subhash explained all the criteria and new process of the accreditation of NACC. He answered the staff's questions and clarified all the doubts. He stressed on the following:

### **New Methodology:**

- More Objectivity
- Student Satisfaction Survey
- Accuracy of Data

#### **Feedback Mechanism:**

- For every activity done feedback is now essential
- Analysis of feedback must be associated with every feedback taken

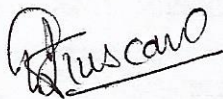
#### **Online Student Satisfaction Survey:**

- Name/ class, gender
- Student ID number
- Aadhar ID Number
- Mobile Number
- Email ID

#### **IQAC:**

- Number of initiatives taken by IQAC, its details and its effects
- Record Keeping
- Effectiveness of various cell and committee

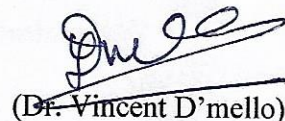
Prof. Sansare appealed all staff members to donate books for library in our two adopted areas Paradhi pada and Gowari pada, Rajodi. Dr Clementine Rebello read out the outline of the induction programme which will be held on 3<sup>rd</sup> August 2019. Prof Romia Correia informed about three days' workshop on "Connect with Work" by Rubicon Skill development Ltd. The principal Dr. Vincent D'mello appealed that all staff members should take initiative to organise various professional and remedial courses for upliftment of the students and also stated that every activity taking place to be recorded and uploaded. The session ended with a vote of thanks.



(Dr. Joanna Tuscano)

IQAC Co-ordinator

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**St. Joseph College**  
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**Satpala-Rajodi Road,**  
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(Dr. Vincent D'mello)

**Principal**  
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## **Minutes for IQAC meeting held on 10th October 2019 at 12:30 p.m**

### **Attendees of the meeting:**

Dr.Vincent D'mello- Principal  
Dr.Subhash D'souza- Vice Principal  
Dr.Joana Tuscano-IQAC Incharge  
Asst.Prof. Sangeeta Pandit  
Asst.Prof. Alisha Tuscano  
Asst.Prof. jeslina Correia  
Asst.Prof.Sampada Almeida  
Asst.Prof. Shifa Correia  
Asst.Prof.Sabina Correia  
Asst.Prof.Alina Dabre  
Dr.Dinesh Sandi  
Asst.Prof.Dora Rodrigues  
Dr.Vandana Tuscano  
Asst.Prof.Kavita Almeida  
Asst.Prof Jordin Carvalho

### **Agenda of the meeting:**

- 1.Recommendations of new circular
- 2.Formation of different cells
- 3.Strong moves to be undertaken regarding NAAC

Following are the minutes of the last meeting held on 10th October 2019 at 12:30 p.m. sharp in the management room under the leadership of IQAC coordinator Dr. Joana Tuscano IQAC and Dr Subhash D'Souza the vice Principal.

The IQAC coordinator started with the need to concentrate on the new circular that has arrived recently as per the circular the following things were emphasized:

The formation of placement cell

The establishment of the P.hd Research centre

Creation of job oriented courses

Employability skills development best practices that add value to the humanity and the institution. On this team of vocational courses and skill development was formed the following were the members of the team:

Dr Kavita Almeida- incharge

Assistant Professor Sabina Machado -member

Assistant Professor Alisha Tuscano- member

Considering the above initiatives to be undertaken very soon some valuable suggestions came up:

Asst.Prof Prasad Dabre suggested for GST workshop to be organised

Dr. Kavita almeida suggested for a practical banking experience to be given to the students.

Dr. Joana Tuscano urged everyone present to submit a report on any employability opportunities initiatives undertaken.

The initiatives in the light of best practices already undertaken in the past and ongoing what discussed by various members present at the name a few, assembly blood donation camp, celebration of various days, Shetkari Melava, visit to old age home women cell programs conducted for the empowerment of women from various backgrounds tree plantation initiatives tally workshops and business talk show.



(Dr. Joanna Tuscano)

IQAC Co-ordinator

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(Dr. Vincent D'mello)

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