

Minutes of IQAC Meeting 10th October 2019

Attendees of the meeting:

Dr. Vincent Dmello- Principal
Dr. Subhash D'souza- Vice Principal
Dr. Joana Tuscano-IQAC Coordinator
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 Sanadi
Asst. Prof. Dora Rodrigues
Dr. Vandana Tuscano
Asst. Prof. Kavita Almeida
Asst. Prof. Jordin Carvalho

Agenda of the meeting:

IQAC

New amendments

Creation of employability skills

AOB

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 and Dr. Subhash D'Souza - Vice Principal.

IQAC coordinator started the meeting by focusing on the need to concentrate on the new circular that has arrived recently. As per the circular the following things were emphasized:

- Formation of placement cell
- Establishment of the P.hd Research Centre
- Creation of Job Oriented Courses

- Employability Skills Development and Best Practices that add value to the humanity and the institution.

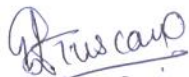
On this basis a team of Vocational Courses and Skill Development Cell was formed. Following were the members of the team:

- Dr Kavita Almeida- Incharge
- Assistant Professor Sabina Correia -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 the various employability opportunities initiatives undertaken by them.

The initiatives in the light of best practices already undertaken in the past and ongoing were discussed by various members present at the venue. 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 shows to name a few.



Dr. Joana Tuscano
(IQAC Coordinator)



Dr. Vincent Dmello

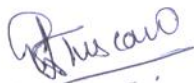
(Principal)
PRINCIPAL
St. Joseph College
of Arts & Commerce,
Satpala-Rajodi Road
Virar (W) 401 301.

Action taken Report of the following IQAC meetings conducted:

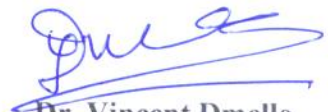
As per the Meeting held on 10th October 2019 and decisions taken in the same, the following activities were accomplished:

Sr.No	Topics discussed	Action Taken
1	To create employment opportunities for students	An internship programme by Loksatta was arranged for the students of FY, SY, TY on 12/10/19
2	Creation of job oriented courses	A seminar on awareness about placement and current affairs in the field of finance was arranged on 23/11/19 in the light of career opportunities available for students.
3	Formation of Placement cell	Placement Cell was formed :- Incharge Asst. Prof. Wilfred Dmonte & his team.
4	A practical banking experience to be given to the students	A visit to the Thane District Central Co-operative Bank was arranged on 11/02/20
5	In the light of employability and skills development courses	3 rd batch of spoken English for employability course of 45 days was arranged.
6	Best practices and adding value to humanity and institution. the following initiatives were undertaken	<ol style="list-style-type: none">1. Aids Rally was conducted to bring awareness among the people on 1/12/192. Awareness campaign of Pan card on 20/11/193. Rashtriya Ekta Divas to preserve the unity ,integrity and security of the nation was celebrated by students and teachers on 31/10/194. Voters id campaign was arranged on 23/11/195. Celebration of various days.

		<p>6. Workshop on women and their health was arranged by WDC on 20/1/2020</p> <p>7. Blood donation camp on 7/3/2020</p> <p>8. Human rights Rally on 10/12/19</p>
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Dr. Joana Tuscano
(IQAC Coordinator)



Dr. Vincent Dmello
(Principal)
PRINCIPAL
St. Joseph College
of Arts & Commerce,
Satpala-Rajodi Road
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Minutes for IQAC meeting held on 21/11/2019 from 9:30 a.m. to 12.30 pm

Members present:

Dr. Vincent D'mello (Principal)

Dr. Joana Tuscano (IQAC Coordinator)

Asst. Prof. Prasad Dabre

Asst. Prof. Kavita Almeida

Asst. Prof. Sonal Dabre

Asst. Prof. Stavina Dodti

Asst. Prof. Sabina Correia

Asst. Prof. Shifa Correia

Asst. Prof. Alisha Tuscano

Asst. Prof. Jordin Carvalho

Asst. Prof. Lovina D'cruz

Asst. Prof. Sampada Almeida

Asst. Prof. Joy Dias

Asst. Prof. Dora Rodrigues

Asst. Prof. Jeslina Correia

Asst. Prof. Elvia Gonsalves

Asst. Prof. Wilfred D'monte

Asst. Prof. Jessica D'mello

Asst. Prof. Jagdish Sansare

Asst. Prof. Dinesh Sanadi

Dr. Clementine Rebello

Asst. Prof. Romia Correia

Dr. Vandana Tuscano

Agenda

- NAAC Recommendations
- Alumni registration
- Placement

Following are the minutes of the meeting held on 21/11/19. The meeting began with permission of the chair. IQAC co-ordinator Joanna Tuscano read out agenda of the meeting. Following points were discussed in the meeting. Dr. Subhash D'Souza informed all the Criteria Heads that in the next meeting they can make a brief PowerPoint presentation showing the current

progress and any challenges that their criterion may be facing. All-important formats in soft and hard copy versions were given to the Criteria Heads.

First recommendation is Alumni registration. Dr Subhash D'Souza insisted that alumni association should be more active and it should be registered. He requested Prof. Prasad Dabre to present report of alumni association. Prof. Prasad Dabre read out the activities conducted by Alumni Association and also future plans of the association.

Second recommendation is improvement in canteen service. Canteen Committee in charge Dr. Clementine Rebello pointed out some suggestions observed by teachers and students. They are as under:

- There should be electricity and water facility in canteen.
- Canteen staff should wear gloves and caps to maintain hygiene.
- Menu of the day should be displayed on canteen notice board.
- Instead of fast food provide healthy food.
- There should be suggestion box in canteen.

Third recommendation is library automation. Library in charge Dr. Dinesh Sanadi explained the importance of library automation and its benefits.

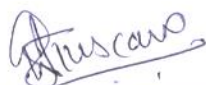
Fourth recommendation is vocational and diploma courses to be introduced. Prof. Romia Correia read out the list of various courses and workshops were conducted.

- English speaking course: 4 batches
- Spoken English for Employability: 2 batches
- Rubicon Workshop: 1 batch
- Bee- keeping Workshop: 1 batch
- UPSC/ MPSC: 5 batches
- BSE (Bombay Stock Exchange: 4 batches
- NET/ SET: 1 batch
- Career in Library :1 batch
- Shetkari Melawa: 1

Fifth recommendation is regarding research activities. Dr. Subhash D'Souza emphasized that research activity should be strengthened. More and more teachers should take part in conferences, workshops and seminars. Teacher should also encourage students to take part in research activities.

Dr Vincent D'mello briefed all about the staff profile to be uploaded on the college website. Dr. Joanna Tuscano requested to conduct a session on the revised process of the NAAC accreditation. She said that we will be assessed on the basis of the peer team visit, quantitative and qualitative data and the student satisfaction survey. Dr. Clementine said that self-evaluation and self-motivation are 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. Prof. 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. She further stated that the Placement Cell will contact companies to conduct campus recruitment. The alumni the strong source could be approached for the same. Dr. Subhash D'Souza stated that there were some recommendations suggested by the previous visit of NAAC committee. It was decided that the task of implementing these recommendations could be distributed among faculty members to be fulfilled within a specific time frame. The session was very fruitful and highly interactive. It ended with a vote of thanks.



Dr. Joana Tuscano
(IQAC Coordinator)



Dr. Vincent Dmello

(Principal)

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of Arts & Commerce,
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Action taken Report of the following IQAC meetings conducted:

13 members were present:

Sr.No	Topics discussed	Action Taken
1	Confirmation of Minutes of last meeting.	The minutes were confirmed and accepted
2	To note the execution of the previous meeting.	Action taken report was discussed and approved for the previous meeting.
3	Dr. Subhash D'Souza informed all the convenors that in the next meeting they can make a brief PowerPoint presentation showing the current progress and any challenges that their criterion may be facing.	Each criteria head studied their criteria in depth and gave a short presentation.
4	<ul style="list-style-type: none"> Canteen staff should wear gloves and caps to maintain hygiene. Menu of the day should be displayed on canteen notice board. Instead of fast food provide healthy food. 	As per Principal's instruction canteen personnels started wearing gloves and caps. They started giving preference to home-made healthy food.
5.	Asst. Prof. Vandana Tuscano said that placement related information should be maintained, and appropriate documentation of job placement is essential.	Asst. Prof. Wilfred started maintaining documentation regarding placement. He also started sharing placement regarding information on student's WhatsApp group.
6.	Vocational and diploma courses to be introduced.	Various workshops and seminars were organised for students.

Joana Tuscano

Dr. Joana Tuscano
(IQAC Coordinator)



Dr. Vincent Dmello
Dr. Vincent Dmello
(Principal)

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Minutes of IQAC Meeting 13th December 2019

Attendees of the meeting:

Dr. Vincent Dmello- Principal
Dr. Joana Tuscano-IQAC Coordinator
Asst. Prof Prasad Dabre
Asst. Prof Kavita Almeida
Asst. Prof Sonal Dabre
Asst. Prof. Stavina Dodti
Asst. Prof. Sabina Correia
Asst. Prof Shifa Correia
Asst. Prof. Alisha Tuscano
Asst. Prof Jordin Carvalho
Asst. Prof. Lovina D'cruz
Asst. Prof. Sampada Almeida
Asst. Prof .Joy Dias
Asst. Prof Dora Rodrigues
Asst. Prof. Jeslina Correia
Asst. Prof. Elvia Gonsalves
Asst. Prof. Wilfred D'monte
Asst. Prof. Jessica D'mello
Asst. Prof Jagdish Sansare
Asst. Prof. Dinesh Sanadi
Dr. Clementine Rebello
Asst. Prof. Romia Correia
Dr. Vandana Tuscano

Agenda of the meeting:

AQAR
SSR
Green Audit
Social Audit
AOB

Following are the minutes of the last meeting held on **13 December 2019**

Dr Joana madam spoke about how to go about completing AQAR before Christmas vacation.

Dr Vincent Dmello spoke about adding extra efforts in the completion of success of AQAR.

Dr.Joana madam spoke about final reporting of AQAR work by Monday that is 16 December 2019.

An overall discussion on committees formed previously took place.

Dr Vincent Dmello spoke about need to refer SSR so that it would be helpful.

In this regard different committees were formed and instructions were given regarding maximum work to be completed by Monday and follow up to be taken.

Dr.Vincent D'mello publicly applauded Dr.Dinesh Sanadi the librarian for his contribution to NAAC work.

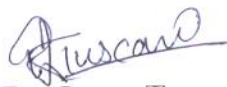
Dr.Dinesh shared his views on online workshop on NAAC that was attended by him and their expectations regarding the same.

Dr.Joana madam emphasized on Green Audit and social Audit to be given importance.

Dr.Subhash Sir led the discussion on waste disposal system any initiatives taken in the past and what can be done in the future.

Dr.Subhash Sir also emphasized on initiatives to be taken on plastic dumping ,water harvesting, paper bag campaign to be carried out on urgent basis.

For the above proposed initiatives a committee was formed under the leadership of Asst.prof Wilfred D'monte and necessary assistance and guidance to be provided by Dr.Subhash D'souza Sir.



Dr. Joana Tuscano
(IQAC Coordinator)



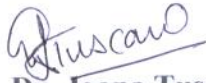
Dr. Vincent Dmello

(Principal)
PRINCIPAL
St. Joseph College
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Satpala-Rajodi Road,
Virar (W) 401 301

Action taken Report of the following IQAC meetings conducted:

As per the Meeting held on 13th December 2020 and decisions taken in the same, the following activities were accomplished:

Sr. No	Topics discussed	Action Taken
1	In the context of giving significance to Green Audit	<ul style="list-style-type: none">• Workshop on water management by Mr. Allwyn Rodrigues was conducted to brief on the benefits of water harvesting. On 25/1/2020• Cleaning College campus and Plastic dumping was initiated and followed diligently by teachers and students from 25/11/19 onwards on urgent basis as decided in the meeting.



Dr. Joana Tuscano

(IQAC Coordinator)



Dr. Vincent Dmello

(Principal)

PRINCIPAL

St. Joseph College
of Arts & Commerce,
Satpala-Rajodi Road
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Minutes for IQAC meeting on 11th January 2020
from 9:30 a.m. to 11.00 a.m.

Members present:

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

Agenda:

- Maintaining College Diary
- Budgetary Provision for Research Activities
- College Website
- Introduction of Add-on Certificate Courses
- Feedback System:
- Departmental Activities

Following are the minutes of the meeting held on 11th January. Meeting began with permission of the chair. IQAC co-ordinator Joanna Tuscano read out agenda of the meeting. Following points were discussed in the meeting. Principal Dr. Vincent D'mello 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. He also shared the process of Cluster colleges to be formed for getting required guidance.

Dr Vincent D'mello , proposed that College Diary should be maintained by each teacher. College events, activities and lecture details should be written in diary. Before leaving the college, signature should be taken on diary either by principal or IQAC coordinator. Prof. Prasad Dabre requested for more budgetary provisions in connection with research activities, for the next academic year. Dr Subhash D'Souza placed before the meeting the list of activities to be conducted in the next academic year e.g. National Level Workshop for students and Organisation of International Conference.

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. Dr. Dinesh Sanadi noticed that our website is not up to the mark. After the discussion, it was decided to appoint the expert in this filed to reconstruct the College Website. The Principal was requested to look into the matter and also urged staff members to update their personal and departmental profile for college website.

Dr. Kavita Almeida proposed an idea of introducing Add-on Certificate courses to impart skill-based training to the students. Principal congratulated Prof. Romia Correia for conducting three days' workshop on "Connect to Work" and also encouraged faculty members to start such courses for students. Principal proposed an idea of introducing Online Feedback system to be taken from students. After the discussion it was decided to assign the work to the website developer and class mentors.

Dr. Joanna Tuscano discussed the activity formats and IQAC documentation. The document details were read out and respective responsibility was distributed among various criterion convenors based on the purview of each committee. She informed all the 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 Shraddha madam and Dinesh sir, so that whenever in need of it are instant access would be possible energy and Shraddha madam should keep proper record of all these activities. Prof. Romia Correia requested

to organize more and more student-centric activities like Study Tours, Industrial Visits, Placement camps for attracting students to our College. The IQAC coordinator requested to provide one room, cupboard, and ICT facilities for NACC work. The meeting was concluded with vote of thanks by IQAC Co-ordinator.



Dr. Joana Tuscano
(IQAC Co-ordinator)



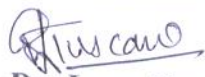
Dr. Vincent Dmello

(Principal)
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Virar (W) 401 301.


Action taken Report of the following IQAC meetings conducted:

Sr.No	Topics discussed	Action Taken
1	Confirmation of Minutes of last meeting.	The minutes were confirmed and accepted
2	To note the execution of the previous meeting.	Action taken report was discussed and approved of previous meeting.
3	Dr Vincent Dmello, proposed that College Diary should be maintained by each teacher. College events, activities and lecture details should be written in diary.	Staff secretary Prof. Prasad Dabre maintained daily activity book. All staff members noted their respective college events and activities in that book.
4	The Principal urged staff members to update their personal and departmental profile for college website.	All faculty members updated their personal as well as departmental profile for college website. Website committee members have been working hard to make college website more attractive.
5	The Principal proposed an idea of introducing Online Feedback system to be taken from students.	Dr Kavita Almeida with the help of IQAC team prepared online feedback form for students, to get students' opinion and views about college and faculty members.
6	Dr Joanna Tuscano informed all the convenors that they need to conduct meetings with their respective committee.	All the seven-criterion head conducted taking meetings with their committee members and collected information for AQAR from time to time.
7	Dr. Vincent Dmello requested to submit departmental activity report to Shraddha madam and Dinesh sir so that whenever we want it, we will get it instantly	All faculty members sent their departmental activities report to Dr Dinesh Sanadi and prof. Shraddha Lopes.

	without wasting time and energy. Shradha madam should keep proper record of all these activities	
8	The IQAC coordinator requested to provide one room, cupboard and ICT facilities for NACC work.	IQAC room with computer and internet facilities were provided.


Dr. Joana Tuscano
 (IQAC Coordinator)




Dr. Vincent Dmello
 (Principal)
 St. Joseph College
 of Arts & Commerce,
 Satpala-Rajodi Road
 Virar (W) 401 301.

Minutes of IQAC Meeting 5th May 2020

Attendees of the meeting:

Dr.Vincent D'mello (Principal)
Dr.Joana Tuscano (IQAC Coordinator)
Asst.Prof Prasad Dabre
Asst.Prof Kavita Almeida
Asst.Prof Sonal Dabre
Asst.Prof.Stavina Dodti
Asst.Prof.Sabina Correia
Asst.Prof Shifa Correia
Asst.Prof.Alisha Tuscano
Asst.Prof Jordin Carvalho
Asst.Prof.Lovina D'cruz
Asst.Prof. Sampada Almeida
Asst.Prof .Joy Dias
Asst.Prof Dora Rodrigues
Asst.Prof.Jeslina Correia
Asst.Prof.Elvia Gonsalves
Asst.Prof.Wilfred D'monte
Asst.Prof.Jessica D'mello
Asst.Prof Jagdish Sansare
Asst.Prof.Dinesh Sanadi
Dr.Clementine Rebello
Asst.Prof.Romia Correia
Dr.Vandana Tuscano

Agenda of the meeting:

SSD support staff data
Academic calendar
MIS system
Online students' feedback

Adapting unconventional methods of teaching

Organization of webinars

KOHA software

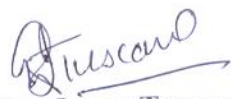
NIRF

AOB

Following are the minutes of the IQAC meeting held on **5th May 2020**

1. The meeting was presided by Principal Dr. Vincent Dmello sir.
2. The meeting started with a prayer conducted by Dr. Kavita Almeida.
3. Principal Dr. Vincent D'mello sir requested all the teaching and Non- teaching staff to attend various webinars in order to keep themselves updated to face the various challenges imposed by covid-19 pandemic.
4. Principal Dr. Vincent D'mello sir requested for the preparation of an academic calendar for the next year.
5. Dr. Joana madam -IQAC co-ordinator proposed an agenda for various initiatives to be undertaken in the near future and the list of the following is as given below:
 - a) Green audit committee to be prepared, MIS system to be strengthened .
 - b) new methodology in teaching to be adopted. experimental teaching, online sessions, problem solving, participative learning, new bridge courses to be announced.
 - c) More focus on informative interaction.
- 6) Dr Kavita Almeida madam emphasized on the preparation of social audit format.
- 7) Principal sir requested all the HOD's to do academic planning.
- 8) Dr. Joana madam requested the office members to co-operate in issuing, exam dates to the faculty.
- 9) Dr. Joana madam requested all the HOD'S to prepare the academic planning along with the program outcome and also the course outcome.
- 10) Principal sir requested for students feedback to be conducted online and in this regard a committee including Asst. Professor Prasad, Jordin Sir, and Shraddha madam was prepared.
- 11) Principal sir requested both the exam incharge Dr. Vandana madam and Asst .Professor Deepa madam to submit the exam details sooner.

- 12) Principal sir discussed on how the online admission would be handled and managed for the next academic year.
- 13) Principal sir asked the prospectus to be finalized for the next academic year by the respective committee formed for the purpose.
- a) Further Dr. Vincent D'mello Sir discussed on SSD that is support staff data.
- b) Dr Vincent D'mello Sir specially thanked Dinesh sir for taking up the initiative of successfully organising webinars for teachers.
- c) Principal Sir emphasized on the establishment of counselling cell of which incharge-ship would be given to Dr. Subhash D'Souza Sir.
- d) Principal Sir urged the committee's created under IQAC on how they need to work on the respective criterias handed over to them.
- e) Dr. Vincent Sir stated that everybody of this institution needs to be aware of the fact of being an important part of IQAC.
- f) Principal sir emphasized on the need of attending IQAC webinars for everyone.
- g) Further discussions were held on establishing linkages and collaborations with other colleges with the help of KOHA software by Principal Sir.
- h) Principal sir briefed about NIRF.
- i) He further requested non-teaching staff to show active participation in IQAC activities.



Dr. Joana Tusciano
(IQAC Coordinator)



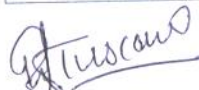
Dr. Vincent Dmello

(Principal)
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St. Joseph College
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Action taken Report of the following IQAC meetings conducted:


As per the Meeting held on 5th May 2020 and decisions taken in the same, the following activities were accomplished:

Sr. No	Topics discussed	Action Taken
1	Preparation of Prospectus for the academic year 2020-21	The Prospectus was finalized and submitted by the respective committee.
2	New methodology in Teaching to be adopted	✓ Webinar on Use of Smart tools for teaching ✓ Webinar on How to develop E-contents. were conducted during lockdown phase to give an extra edge to the teachers to cope with the challenges of Pandemic.
3	Students feedback to be taken online	✓ The committee formed for it accomplished the activity accordingly using ICT tools.
4	Academic Planning	✓ Academic planning according to Programme outcome and course outcome was submitted
5	Examination Schedule	Aided and Self -finance Incharge to submit the dates of examinations to be conducted for the academic year:
6	Faculty to attend various webinars to keep themselves updated to face the various challenges imposed by Covid-19 pandemic	All staff submitted their individual report of webinars and FDP's attended during lockdown.


Dr. Joana Tuscano
(IQAC Coordinator)

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Dr. Vincent Dmello
(Principal)
PRINCIPAL
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