

G.V.M's Dr. Dada Vaidya College of Education
Farmagudi, Ponda

Minutes of the IQAC Meeting held on 3rd May 2019.

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 3rd May 2019 at 10.30 am under the Chairmanship of Dr. Allan Abreo in the College

The following Members were present for the meeting

1. Dr. Allan Abreo - Chairman
2. Dr. Louis Vernal – Member
3. Mr. Sunil Kumar - Member
4. Mr. Sanjay Govekar- Member
5. Mrs. Karuna Satardekar- Member
6. Dr. Jojen Mathew – Member Secretary
7. Mr. Kishor M. Kantak – Member

Mr. George Ninan and Mr. Ganesh Chandra Naik expressed their inability to attend the Meeting.

Major recommendations and suggestions

The meeting began with a welcome address by Dr.Allan Abreo, Principal. Dr Jojen Mathew , IQAC coordinator read out the Agenda for the meeting and circulated a list of major activities of the college during the academic year 2018-'19.

It was recommended by Dr. Louis Vernal to have four IQAC meetings in the next academic year as follows July, September, January and the fourth in April respectively.

As per the guidelines given in SA-20 the following recommendations were made by the committee for enhancement of quality in academic and administrative areas for the first quarter.

Academic areas

It was decided to ask each staff to prepare an action plan for each quarter for their professional development and submit a report of the activities performed at the end of each month. A format will be prepared and circulated to staff for the same.

Teaching staff will be encouraged to attend seminars, workshops and present, publish papers.

Innovative teaching –learning strategies will be used by teachers and the effectiveness of the same will be documented after taking feedback from trainees.

A list of innovative teaching aids available in the college will be prepared

Teachers will take an end-term feedback from students and after analyzing the feedback appropriate remedial action will be taken for improvement.

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Teaching staff will encourage students to take up action research/ group projects in their respective methodology subjects.

Documentation will be done of all the above activities at individual also group levels and the same will be handed over to the person in charge of documentation and a copy of the same will be submitted to IQAC.

Responsibilities for monitoring the above activities will be given to different teachers by the Principal and if required committees will be constituted for the same.

All major programmes and Seminars organized by the college will be done through IQAC.

Self appraisal forms of teaching staff (PABS) will be completed before the next meeting and the responsibility for following it up with the staff will be given to Ms. Karuna Satardekar

Administrative areas

All circulars and information brochures received by the college will be uploaded on the website. A committee will be constituted for the same.

It was suggested by the committee to find out the possibilities of beautification of the college campus.

To make the campus disabled friendly, it was suggested to find out the possibilities of having a lift at least up to the third floor.

It was also suggested to have cubicles for teaching staff.

It was also decided to discuss the new NAAC accreditation guidelines with the staff members before the next meeting.

The meeting ended with thanks to the chair.


Dr. Jojen Mathew
IQAC Co-ordinator