

GOA UNIVERSITY
Taleigao Plateau, Goa

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 9th October, 2015 at 15:00 pm under the Chairmanship of the Vice Chancellor in his Chamber.

The other members who attended the meeting are:

Sl. No.	Name	Designation
1	Dr. Satish Shetye	Chairperson
2	Prof. N. Shyam Bhat	Member
3	Prof. M. K. Janarthanam	Member
4	Prof. V.P. Kamat	Member
5	Prof. V. S. Nadkarni	Member
6	Prof. Ramesh Pai	Member
7	Prof. Y. V. Reddy	Member
8	Shri Ramrao Wagh	Member
9	Prof. Pranab Mukhopadhyay	Director -Member Secretary
10	Dr M. Tapaswi	Special Invitee

Prof. A.G. Balasubramanian, Prof. Kiran Budkuley, Dr. M. S. Dayanand, Prof. M. Srikanth, and Shri Nitin Kunkolienker expressed their inability to attend the meeting.

The Vice Chancellor, Dr S.R. Shetye welcomed all the members. The agenda items were then taken up.

1) Confirmation of minutes of previous meeting held on January 14, 2015.

The minutes which were earlier circulated by email was approved.

2) Review of 2014-15, Annual report and AQAR 2014-15

The AQAR 2014-15 which had been earlier circulated by email to all members was approved for submission to NAAC. The committee noted IQAC's effort to put together complete report in the NAAC format in short time. This was possible since streamlining of data collection from academic as well as administrative sections. The Director thanked all staff and faculty colleagues for their cooperation in this effort.

In line with the AQAR Report, the Annual report of the University (PG Departments part) was also compiled in shortest possible time from a single data source. It was resolved that this Report henceforth be printed with colour photographs and graphics to make it more attractive to the reader. It was further proposed that only two dozen copies be printed and the e-copy be placed on the website in keeping with the e-governance and zero paper efforts by the state and central governments. This would be done after examining the costs benefits of the switch-over

(Action: Annual Reports Committee; 30 Nov 2015).

3) Website and repository

The members expressed their deep appreciation for the work done by Dr. Tapaswi, OSD, on setting up the repository and making it available online. The Director reported that with Dr. Tapaswi's lead and help of the Mr. Chakraborty, Head of the Computer Centre, and Mr. Anselmo Rosa, Computer Analyst, all publications have been linked to individual web-pages of faculty members. This was approved by all members. It is proposed that the mail be sent to the faculty

(Action: IQAC to send by 30 Oct 2015) request to faculty to check the completeness and feedback to IQAC by the end of 15 Nov 2015) if needed.

It was further resolved to alter the website suitably to give it a more visually attractive look. The Director was requested to work with the HoCC's office in this regard.

4) Plans for 2015-16

It is proposed that the current mechanism of taking student feedback would be altered and Google forms would be linked to Moodle to facilitate feedback for each course.

IQAC will conduct another workshop on Moodle in November-December for faculty members in order to popularise the same.

IQAC will coordinate with other Cells and Departments in the University to plan more training and dissemination workshops.

IQAC would continue its efforts of obtaining full text articles and adding to the repository for the legacy data over the next AY and add latest articles as the faculty report their publication along with full-text document. It was therefore proposed and approved that Dr. Tapaswi's services be continued at IQAC.

It was decided that efforts would be initiated to begin work on a SSR report from 2016

(Action: IQAC) As the next submission date of the same to NAAC would be would be 2018-19. The Chairman pointed out that it was important to record the Best Practices clearly in the AQARs so that these can incorporated in the forthcoming SSR.

5) AoB

Amendment of Statute: The Director reported that a proposal has been forwarded for approval of the Academic Council to amend the existing Statute on IQAC and make it broader as recommended in the NAAC guidelines.

UGC Proposal: The committee noted that the UGC has not yet responded on the proposal put up by the University till now. Another reminder has been sent in this regard. Registrar assured sufficient funding from the side of University (as in the past) as the IQAC has been successful in many of its objectives.

NAAC Awareness Workshop: It was also noted that the IQAC had successfully organised a NAAC Awareness workshop in February, 2015 involving teachers from all colleges.

Office Space: Office space and equipment for IQAC: The Director reported that the decision on the office space for IQAC is still pending. The registrar identified the space likely to be vacated by ASC and/or sought proposal on other venue from IQAC. Registrar assured to identify a suitable and sufficient space soon

CAS and Annual reporting by faculty: Prof. Nadkarni pointed out the part of the Statute that each faculty member report his annual activity through proper channel (HoD) for future CAS. Since all faculty are now submitting the data to IQAC, it was proposed that IQAC may compile and share the information in the desired format as digital file with the concerned faculty to enable him/her to report the same to VC's office as a signed print copy along with necessary documentary proofs. Accordingly, the reports for the year 2014-15 be compiled and shared by IQAC by 1 Dec 2015.

Purchase of high-quality scanner: Dr Tapaswi pointed out that the process of scanning of documents would be speeded up with quality output if the University purchases a face-up B/W scanner that costs to the tune of Rs.14 lakh. It was resolved that a proposal be sent for the same under the E-services BH of the university for consideration

(Action: IQAC to put proposal to Registrar by 5 Nov 2015).

The meeting ended at 1600 with a vote of thanks to the Chair.

(Dr. P. Mukhopadhyay)
Director, IQAC