

**GOA UNIVERSITY**  
Taleigao Plateau, Goa

Minutes of the IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 21 June 2018 at 3:00 pm under the Chairmanship of Prof. Varun Sahni, Vice-Chancellor at the meeting hall in VC's office with the following agenda:

1. Confirmation of the previous meeting
2. Amendments to AQAR 2016-17
3. Website matters: Additional features, AMC, and Certification: Awards details on website -- Parameters for listing
4. Purchase procedures -- Finance section proposals
5. Social Media and GU -- Proposals
6. Schedule for NAAC preparation
7. Any other matter with the permission of the chair

The members who attended the meeting were

Prof. Varun Sahni, Vice-Chancellor – Chairperson

Prof. Y.V. Reddy, Registrar – Member

Prof. Purva Hegde-Desai, FO – Member

Prof. Sarita Nazareth, Dept. of Microbiology – Member

Prof. B.R. Srinivasan, Dept. of Chemistry – Member

Prof. Andre Rafael Fernandes, Dept. of English – Member

Prof. K.R. Priolkar, Dept. of Physics – Member

Prof. Jyoti D. Pawar, Dept. of Computer Science and Technology – Member

Prof. Harilal Menon, Dept. of Marine Sciences – Member

Prof. Antony Viegas, Chair, Alumni Association – Member

Prof. Rahul Tripathi, Chair, GUTA – Member

Prof. Pranab Mukhopadhyay, Dept. of Economics and Director, IQAC – Member Secretary

Prof. Anuradha Wagle, CoE; Dr. M.P. Tapaswi, OSD, IQAC and Shri Uday Warang,  
Professional Asst., IQAC were special invitees to the meeting.

Prof. Varun Sahni, VC and Chairperson, IQAC Committee welcomed the members. The members deliberated on the agenda items as follows:

Approvals to the minutes and AQAR report

1. The minutes of the previous meeting held on 6<sup>th</sup> February 2018 were approved.
2. The IQAC Director briefed the members on the reasons to update the AQAR 2016-17. The same was deliberated and the approved report was approved.

3. Website-related matters

(i) Maintenance of website: Dr Tapaswi briefed the members on the current status of the website. He pointed out that almost all tasks pertaining to upgradation of the GU website were complete. Now therefore, there is need to enter a ~~contract~~ contract for Annual Maintenance Contract (AMC) with the website developer (M/s TeamInertia), so as to new utilities could be added as needed. It was decided that IQAC would initiate a self-contained proposal for the same in consultation with HoCC and place it for needful to the Registrar.

## (ii) Certification

The members were also briefed that it is mandatory to get the GU website to be certified by the government authorised agencies for its test on security, piracy, etc. Members accepted the idea and requested Director, IQAC to initiate the process.

## (iii). Additional Features

- (a) The members were shown new additions undertaken to improve information dissemination by way of graphics. The graphs include the number of publications and PhDs conferred on the web pages of the departments and that is consistent on all departmental pages. Members welcomed the feature.
- (b) The new database on the awards was also displayed. The data is retrieved at the institutional level as well as selectively from the individual faculty's pages. Members appreciated the content and suggested that this be populated even for those who received awards but are not currently on the rolls of the University. Members would collect the adequate information as available and pass it on to IQAC for addition. A draft policy document on what should go in the database was also placed for discussion. However, it was suggested that this be circulated for the individual's views and compilation.
- (c) Research Incentive Fund (RIF): With the implementation of the RIF scheme it was felt that a mechanism needs to be devised for its smooth functioning. Dr Tapaswi demonstrated a database on the incentives accrued by the individual faculty members from the launch of the scheme. Since the IQAC tracks new publications of faculty, it was felt that the data needed for this incentive scheme can be populated by IQAC as an additional task. This would considerably improve the speed and transparency in the process. The list can be seen on the database on GU Intranet. These files would be generated only when the incentive is to be utilized by the individual for sanction, etc. The members appreciated this initiative and approved the proposal whereby IQAC would maintain this database and publicise this among faculty members. Accordingly, the circular on the RIF indicating the 'Procedure for the award of the RIF' would be modified by DRDRM.
- (d) Faculty pages: A number of new faculty members both permanent and temporary have joined the university this academic year. A discussion took place on the addition of faculty pages on the GU website. It was agreed that the Administration is one focal point that is aware of any new faculty joining (or leaving). On joining, the administration would make arrangements to obtain official email address for the individual, provide official phone number as well as facilitate photograph (at DEITI) and provide such details to IQAC who in turn would update the pages on the GU website.

## 4. Finance section proposals

Prof. Purva Hegde-Desai, Finance Officer, made a presentation on her observations on the purchase and tendering procedures in the University. She pointed out various gaps that had come to her notice and that she had moved Notings accordingly to the administration. The members felt it essential that the procedures are required to be followed strictly and supported FO to take decisions as appropriate to curb the anomalies/inconsistencies and bring in good practices to the University functioning. A more detailed discussion was proposed at the next meeting to regularize processes.

## 5. Social Media and GU – Proposals

Discussion on this agenda item was postponed to a later date.

6. Schedule for NAAC preparation

It was decided that the Wednesday meetings would be resumed after the convocation as was being done before the summer vacation.

7. Any other matter with the permission of the chair

The meeting ended with vote of thanks.

(Pranab Mukhopadhyay, PhD)  
Director, IQAC