

GOA UNIVERSITY
Taleigao Plateau, Goa

Minutes of the DIQA/IQAC Committee Meeting held on 13th February 2020 at 3:00 pm

A meeting of the Internal Quality Assurance Cell (DIQA/IQAC) committee was held on 13 February 2020 at 3:00 pm under the Chairmanship of Prof. Harilal Menon, Acting Vice-Chancellor in his Chamber.

The members who attended the meeting were:

1. Prof. Harilal B. Menon, Acting Vice-Chancellor	Chairperson
2. Shri Kirit Maganlal	External Expert
3. Prof. R.S. Gad	Member
4. Prof. Sanjeev C. Ghadi	Member
5. Prof. R.V. Pai	Member
6. Prof. Kaustubh R.S. Priolkar	Member
7. Prof. Y.V. Reddy	Member
8. Prof. B.F. Rodrigues	Member
9. Prof. Koshy Tharakan	Member
10. Dr. A.A.A. Viegas	Member
11. Shri Ramrao Wagh	Member
12. Prof. Anuradha Wagle	Member
13. Prof. Pranab Mukhopadhyay	Member Secretary Dir. IQAC/DIQA)

Dr. Nandita de Souza, Shri Avinash Kumar (External Experts) and Prof. S.N. Dhuri were unable to attend.

In addition, the DIQA staff Dr. M.P. Tapaswi and Shri Uday Warang also attended the meeting.

Prof. Harilal Menon, Acting Vice-Chancellor and Chairperson, DIQA/IQAC Committee welcomed the members and requested the Member Secretary to begin with the agenda. The members deliberated on the agenda items as follows:

1. Confirmation of minutes of earlier meeting and action-taken report

The members confirmed the minutes of the 27 September 2019 IQAC meeting which were circulated in October 2019. The members discussed the Student Satisfaction Report (SSR) and action-taken report which was circulated with the agenda and the same was approved.

2. AQAR inputs (2018-19) and India Today survey

The members were briefed about the inputs to the AQAR (2018-19) and India Today survey. It was brought to the notice of the members that the Administrative Audit, Gender Audit and Energy Audit are yet to be completed. The Registrar informed the members that a committee has been set up to conduct Administrative Audit and he would examine other aspects.

The members were informed that the NAAC Accreditation Manual has now been revised and the changes therein are to be examined to reflect in forthcoming SSR for accreditation.

3. Journal recommendations for CARE List: Approval of GU Process

During the previous meeting, it was decided that the University should have its own criteria and set up a process for the recommendations of the journals to the UGC-CARE list. Accordingly, a draft presentation was made regarding the proposed criteria to be followed:

3.1. The faculty recommending a journal for the UGC-CARE list must have published at least three papers in the sources that indexed by Web of Science/Scopus (for the regional language/literature studies, in the journal listed by UGC-CARE list I). This was proposed with the purpose that the researcher would make responsible recommendations having been pre-exposed to the 'standards' that are followed in the journals of repute.

3.2. The journal issues/ archive under recommendation should be available on the Internet on a standard journal management software platform (if the journal has an online version). This is to promote the visibility and chances for citations to the papers published therein and the authors learn new tools and techniques in scholarly publishing.

3.3. If the Journal is a 'Print only' journal, then the journal issues and complete archive under recommendation should be available in the Goa University library or similar sources. This is to enable evaluation of the journal by IQAC for other criteria as defined by UGC-CARE list.

3.4. The journal under recommendation should follow standard format for the publication of research articles. This helps in automatic building of content/bibliography with reference management software.

3.5. The journal publisher must NOT be an individual person. Professional society publications are to be encouraged.

3.6. The journal under recommendation should not be behind schedule of its publication.

3.7. The ISSN/E-ISSN Number would be verified with Ulrich's directory/NISCAIR's databases.

3.8. The journal content must be covered by the standard indexes/abstracts databases. This will be verified at <http://miar.ub.edu/>. Indexing by search engines will NOT be considered. The catalogues or inventory of the Journal titles is not indexed journal.

3.9. Official addresses of the Chief Editor, members of Editorial board will be verified by available mechanisms. These individuals are expected to have web profiles on the Institutional websites.

3.10. The Chief Editor/members of Editorial boards should each have published at least 4 articles in the last 10 years and received citations, as verified on SCOPUS/ WoS databases (in UGC-CARE List journals for Indian regional languages and citations verified from Google Scholar).

3.11. A multidisciplinary journal MUST HAVE the presence of section editors for each discipline.

3.12. Acceptance and publication of articles submitted by authors should take place in a reasonable period and will be verified with the manuscript submission information on the published articles.

The above criteria would be circulated among the affiliated colleges and the University departments for information to the faculty.

Action: DIQA

4. Approval of feedback forms for stakeholders (other than students)

It was brought to the notice of the members that the NAAC also looks for the feedback report in AQAR from all stakeholders such as Alumni, Employers and Parents. Accordingly, the draft feedback forms were developed by IQAC and shared with the members. The members felt that the inputs be sought in five-point scale and recommended the forms be suitably modified.

IQAC would contact the Parents of Part I students over the email and obtain their feedback on an annual basis at the end of the year. The HoDs/Deans of the Schools and the Directorate of Student Placement and Alumni Relations (DSPAR) are requested to collect the feedback from the Employers during the time of placements on the campus. This would also help in building the data related to the placements. DSPAR would also collect Feedback from the Alumni (the students who passed out the programme) every year and provide the inputs to IQAC.

Action: HoDs/Deans of the Schools/ DSPAR

5. Coordination mechanism in social media

The members were informed that the University is now present on the social media platforms such as Facebook, Instagram, LinkedIn and Twitter. These official sites are being updated by the Social Media Champion (SMC). The news, events and other significant items that are worth giving publicity are received by the IQAC for the University website. These are then shared with the SMC for placing on the social media platforms as appropriate. All HoDs/Deans faculty and staff would be requested to provide suitable information to the IQAC over the mail.

The members approved the same.

Action: DIQA: Send messages to HoD/Deans of the Schools for content for the publicity

6. Office Space of IQAC/DIQA

The Director, DIQA informed the members that a room for the office of the DIQA/IQAC has been identified in the Block F till offices in Block D are renovated. The office would move to the new place along with the shifting of the staff of Economics department (erstwhile) to Goa Business School. This is to have a better coordination between DIQA staff and the current Director who is the Professor of Economics. This was approved by the members.

7. Any other items with the permission of Chair

The members were informed of the difficulty of the IQAC on receiving the content for publicity on the website. In the past it is observed that the content from various sections arrive at the end of the day (especially Fridays) with a request of its publicity on the website on priority. This puts the IQAC staff in an inconvenience. In order to find the solution to this issue, the IQAC is under discussion with the website developer to provide independent passwords for pages of these divisions. This will enable these divisions to work independently. However, until this arrangement is done, it was proposed that normally the content that is received before noon on a working day would be placed on the website on the same day. Content received after this would be updated on the following working day. This was approved by all members.

Action: DIQA to send notice to all HoDs and Heads of divisions.

The meeting ended with a vote of thanks to the chair.

(Pranab Mukhopadhyay)
Director, DIQA

Action taken on the items discussed in 27 September 2019 DIQA/IQAC meeting

Item	Action taken
1.1. Note for Executive Council (EC) on the RIF	The note was discussed and passed in the last EC meeting
1.2. Group of members: the Vice-Chancellor, Registrar, Director, DIQA and the Social Media Champion meet to discuss on the issues and arrive at the guidelines regarding upload the contents as well as setting up the feedback mechanism on social media platforms	Social Media Consultant has been appointed and preparing the stories for the university. The Social Media Champion has activated the sites on various social media platforms and SoP is in progress
2. AQAR Status	Nearing completion
3. Journal recommendations for CARE List: Process to be followed	Draft process enclosed with agenda
4. Standard draft format for thesis submitted to Goa University	Matter in progress
5. Student Satisfaction Survey	Completed and enclosed with agenda
6. Tasks at hand (Brief): AQAR, NIRF-2020	The data for NIRF-2020 was submitted within the timeframe
7. Outreach (LDP)	<ul style="list-style-type: none"> • The programme was designed after reviewing survey questionnaire. It is scheduled during 2-6 March 2020. Update: DHE has contacted speakers, etc., and proceeding on the activity as per the schedule. • Dr. M.P. Tapaswi presented a paper on the Research collaboration at the Conference of Institution of Scientometrics held at Tata Memorial Centre Advanced Centre for Treatment, Research and Education in Cancer, Kharghar, Navi Mumbai. • Dr. M.P. Tapaswi made a presentation on Scholarly communication at DMs College on 14 January 2020 • Dr. M.P. Tapaswi made a presentation at the 105th Orientation Programme held at HRDC, Goa University • Prof. Pranab Mukhopadhyay was appointed as a member of QRT of CMFRI • Prof. Shaila Desouza presented a paper on Gender differential in Indian HEIs – work jointly done with staff of IQAC



Goa University

Parent's Feedback

Dear Parent,

If your ward is currently studying in the Department/School of the Goa University at the Taleigao Plateau (and not in the affiliated colleges), then please feel free to use this form for your feedback on any of the issues that you would like to convey to us. Please print this form, fill-in and send it by post/hand deliver to the Registrar, Goa University. Thanks in advance for your feedback.

- Name of the student: _____
- Programme in which the student is currently studying: _____
- Year in which (s)he was admitted to the programme: _____

A. Please tick for your concerns about any of the following

Admission process	
Academic programme issues	
Results and convocation	
Hostel and/or any other facilities	
Any other issues (Please specify)	

B. Please describe in brief about the concern as tick marked above (please use one form per issue)

C. If you wish to feedback us your complements/appreciation we would be glad to receive the same. Please write in brief below.

D. Information about the parent

Name: _____
Postal address: _____
e-mail: _____ Phone: _____

- Can you be contacted for any more clarification? Yes/No
- Will you be in a position to visit University in case if the issues are to be discussed ? Yes/No
- Can the officer of the University discuss your concern with the above mentioned student?
Yes/No

Date: _____

Signature of the Parent



Goa University

Alumni Feedback

Dear Alumna/Alumnus,

We are glad that you were with us at your most productive age and graduated from this University. We will be very much thankful if you kindly spare some time and feedback. This would be used in the continuous process of improvement of the University and keep you associated with its activities. Please do use extra sheets in case if the space in the boxes below is insufficient.

Name: _____ Do you continue with your studies: Yes/No

Organization you are currently associated with: _____

email: _____ Phone: _____

A. Your overall experience at the campus (please tick)	Very satisfied	Satisfied	Undecided	Dissatisfied	Strongly Dissatisfied
Department/School/Centre to which you were attached					
Administrative support					
Library					
Internet connectivity					
Health centre					
Hostel (in case if you availed)					
Any other (please specify)					

B. Please elaborate on the issues for your dissatisfaction on any of the above

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C. Your expectations from Goa University as an alumni

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D. Your contributions towards the University

Please tick

Be a philanthropist

Inform about vacancies at your work place for possible placements from Goa University

Be mentor to the students

Network with your GU colleagues and inform the developments

Participate in the Alumni Association meetings

Assist in the organization of the Alumni Association meetings



Goa University

Employer's Feedback

Dear Employer,

Thank you for your interest in considering Goa University students as potential employees for your company/organization. To improve ourselves, we would be grateful if you provide us your feedback about the students who showed interest in your company and the University.

Please tick the cell that best describes your level of satisfaction:

A. Students' performance in general	Very satisfied	Satisfied	Undecided	Dissatisfied	Strongly Dissatisfied
1. Knowledge of the subject					
2. General communication skills					
3. Ability to accept challenges					
4. Innovativeness, creativity					
5. Motivation					

B. Your impressions about the University	Very satisfied	Satisfied	Undecided	Dissatisfied	Strongly Dissatisfied
1. University response on your approach					
2. Needed infrastructure at the placement venue					
3. Sufficient number of candidates for interview					
4. Level of satisfaction to visit again					

C. Comments/observations/suggestions to the University authority to improve its quality and output

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D. Placement outcome:

No. of students showed interest:	No. of students offered a job:	Average annual package: (Rs.)
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E. Company Name: _____
Your Name: _____ Position: _____
e-mail: _____ Phone No: _____

The University ranking agencies often request the details of recruiters for perception survey, etc. Would you permit us to share details at 'E' above? Yes/No

Thanks once again for your feedback.

Date: _____