

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
was held in the Smart Class on Saturday, 28th September 2017 at
3:30 pm.**

1. Dr. Saba Da Silva, Principal & Chairman of IQAC
2. Mr. Pritam Morais, Management Representative
3. Dr. Marian Pinheiro, Expert
4. Dr. Savio Faleiro, Expert
5. Mr. C.J.F. Prasanna Kumar, Faculty
6. Ms. Shruti Nadkarni, Faculty
7. Mr. Anand Salve, Librarian
8. Mr. I.C. Dias, Head Clerk
9. Mr. S.N. Inavalli, Co-ordinator IQAC

The following members sought leave of absence

1. Adv. Amira Razaq
2. Adv. Girish Sardesai
3. Ms. Goretti Simoes
4. Ms. Sonali Naik

The members paid homage to the deceased member of IQAC, Late Adv. Amrut Kansar.

The IQAC Co-ordinator Mr. S.N Inavalli, Assistant Professor, welcomed the members of IQAC including two new members Dr. Marian Pinheiro, Former Dean, Faculty of Law, Goa University and Dr. Savio Faleiro, Vice-Principal, Rosary College of Arts and Commerce, Margao-Goa.

Item No. 1: Bar Council of India compliances

The issues relating to recognition of the College by Bar Council of India were explained by the Principal. He appraised the members about the recommendations and conditions of the Bar Council of India and the compliances made by the College in that regard. Dr. M. Pinheiro suggested that if required, the Management member with Principal should visit the BCI and meet the concerned officials since these matters remain unanswered at the BCI Level.

Item No. 2: NAAC Preparedness

The steps to be taken towards preparation of second cycle of accreditation in the light of the revised NAAC accreditation process made applicable w.e.f. July 2017 were discussed. Since a major component of the new process is done by NAAC without reference to documentation from the College but by accessing the website, it is required to regularly update the college website so as to make such information available.

Dr. Pinheiro stressed upon importance of feedback to be taken from students, parents and the alumni on curriculum, teaching and infrastructure, separately. He also stated that the recommendations made through feedback should be properly implemented. He further suggested to conduct academic audit and green audit and to have collaboration with sister institutions on various activities. He also suggested that College could take up various activities like newsletter, wall magazines through clubs etc. which could be treated as innovative practices. All the members assured IQAC that they will render their complete support in the process of NAAC accreditation.

Item No. 2: Information of curricular, co-curricular and extra-curricular activities

Mr. S.N. Inavalli, IQAC Co-ordinator appraised the members about various activities conducted in this academic year so far. Dr. Pinheiro suggested that the report of the activities could be circulated in advance to all the members so that the members could express their views on them.

The meeting ended with closing remarks by the Principal.

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
was held in the Smart Class on Saturday, 28th April 2018 at 3:30
pm.**

1. Dr. Saba Da Silva, Principal & Chairman of IQAC
2. Mr. Pritam Morais, Management Representative
3. Mr. C.J.F. Prasanna Kumar, Faculty
4. Ms. Goretti Simoes, Faculty
5. Ms. Sonali Naik, Faculty
6. Ms. Shruti Nadkarni, Faculty
7. Mr. Anand Salve, Librarian
8. Mr. I.C. Dias, Head Clerk
9. Mr. S.N. Inavalli, Co-ordinator IQAC

The following members sought leave of absence

1. Dr. Marian Pinheiro, Expert
2. Dr. Savio Faleiro, Expert
3. Adv. Amira Razaq
4. Adv. Girish Sardessai

The IQAC Co-ordinator Mr. S.N Inavalli, Assistant Professor, welcomed the members of IQAC.

Item No. 1: Bar Council of India compliances

The members noted that the matter pertaining to recognition of programmes by the BCI was resolved with the visit of the Principal to the office of the BCI in New Delhi.

Item No. 2: Activities conducted by the institution

Mr. S.N. Inavalli, IQAC Coordinator appraised the members about various activities conducted in this academic year, viz. (i) One-day workshop on 'Copyrights and libraries: Issues & Concerns', attended by several Librarians from across the State (ii) Students Seminar on Sustainable development: Causes and challenges (iii) State level seminar on "Transforming Womens' lives: Issues and Challenges"

Item No. 3: MoUs signed and exchanged

Inauguration of Centre Lusophone Culture and Legal Studies was informed where the College entered into Cooperation Agreement with Faculty of Law, University of Lisbon, Portugal and MoU with Lusophone society of Goa.

The members felt that the institution should further institutional cooperation with other colleges and universities.

Item No. 4: Future plans for institutional development

- (i) It was felt that teachers are required to present papers at seminars/workshops etc., and try to publish papers.
- (ii) Plan for conduct of inter-collegiate competition with emphasis on ADR.
- (iii) Take remedial classes in cases where the students have difficulty in coping with examination preparation.
- (iv) Outreach activities of the College to be improved and effectively executed under supervision of Faculty members at events.

The meeting ended with closing remarks by the Principal followed by vote of thanks..