

## Internal Quality Assurance Cell (IQAC)

### Action Taken Report

for the Academic Year (2020-2021)

(September 2020 - August 2021)

1. Online meeting of IQAC of Narayan Zantye College of Commerce, Bicholim, Goa was held on 31<sup>st</sup> October, 2020. 10 members were present at the meeting. Minutes are read and the same is confirmed by the members.

Agenda	Subject	Action taken
1.	Present status of NAAC (2 <sup>nd</sup> cycle) Assessment and timeline	NAAC (2nd Cycle) meeting was called on 6th January 2021 to finalize the date of submission of IIQA and SSR. User manual of SSR, SOP and IIQA is presented and discussed. A sample SSR is presented to make aware the staff members about data collection.
2.	Decadal Research Plan (DRP) of the college	Dr. Jhimli Adhikari submitted a research proposal on "CRM in Banking by Analysing Digital Data" under DHE-Decadal research plan 2021-2030 in November, 2020 to Directorate of Higher Education, Govt. of Goa
3.	Repairing, Maintenance and painting of college building before NAAC visit	Infrastructure Maintenance Committee identified and submitted requirements for repairs, maintenance, painting etc. of the College premises as per pattern of assistance issued by DHE. Accordingly, quotations were invited to estimate the cost. Inputs from Architect Gurudatt Sanzgiri and Management were taken. New purchase was also made.
4.	Appointment of System Administrator, Lab Assistant, Library Assistant, Lower Division Clerk (For Accounts dept) and Multitasking staff	System Administrator is selected through skill test and written test and college is waiting for approval Lab Assistant has joined in April, 2021 Library Assistant has joined in January, 2021 Lower Division Clerk (For Accounts dept) and Multitasking staff are not yet appointed
5.	Departmental Library of M.Com	Separate Library of M.Com is not yet setup. Since M.Com is running in the same building separate section is maintained for M.Com in existing library.

6.	Internet Connectivity in the campus	College campus is Wi-Fi and LAN enabled with internet speed of 30 Mbps leased line and properly managed under the Gateway device. Another GBBN leased line back up is also available.
7.	Layout and format of Teachers diary	Teachers are given individual portal to upload lecture plan, maintaining daily lectures / students' attendance and other activities through IAIMS ERP software on DHE portal. Thus Teachers diary is not printed.

2. The meetings of IQAC of Narayan Zantye College of Commerce, Bicholim, Goa were held from 11<sup>th</sup> Nov, 2020 to 26<sup>th</sup> Nov, 2020 (8 Days) in the Seminar hall to finalize AQAR (2019-20). 27 members including Non-teaching staff were present for the meeting.

Agenda	Subject	Action taken
1	LCD presentation of AQAR (2019-20) for 8 days 11 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> and 26 <sup>th</sup> Nov, 2020	Part A of AQAR related to IQAC was presented by IQAC Co-ordinator. All the subcommittee Convenors of Criteria I to VII presented the respective part of AQAR. Suggestions are received from the teaching and non-teaching staff. NIRF and AISHE data are referred for cross checking. NAAC Co-ordinator Mr. Rajesh Amonkar noted down the changes. During meeting it was decided that changes would be incorporated by the convenors as per the discussion and final presentation of the same would be done in December 2020.

3. Meetings of IQAC of Narayan Zantye College of Commerce, Bicholim, Goa were held on 21<sup>st</sup> and 23<sup>rd</sup> Dec, 2020 (2 Days) at Computer Lab to present final AQAR (2019-20). 22 members including Non-teaching staff were present for the meeting.

Agenda	Subject	Action taken
1	LCD presentation of final AQAR (2019-20)	IQAC Coordinator (Part A) and all the subcommittee Convenors of Criteria I to VII presented the respective part of revised AQAR. The same is finalized and uploaded to NAAC portal in first week of February, 2021. The report is also uploaded on the college website. College received acknowledgement from NAAC office.

4. An urgent NAAC (2<sup>nd</sup> Cycle) meeting was called on 6<sup>th</sup> Jan, 2021 to finalize the date of submission of IIQA and SSR. 21 staff members were present for the meeting.

Agenda	Subject	Action taken
1	Submission of IIQA and SSR	User manual of SSR, SOP and IIQA is presented and discussed. A sample SSR is presented to make aware the staff members about data collection. Tentative schedule of SSR presentation is prepared.

5. IQAC arranged a video projection on "Role of Teachers in Assessment and Accreditation Process" for all Teaching and Non-teaching staff members at 12:30 pm on 27<sup>th</sup> February, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> March, 2021 (9 days). 32 members including Non-teaching staff were present for the meeting.

Agenda	Subject	Action taken
1	This webinar was conducted by St. Joseph's College, Bangalore.	Based on video, criteria wise discussion took place and all the conveners raised valid doubts and difficulties. Best practices of criteria VII are decided.

6. IQAC interacted with all the conveners of NAAC criteria to review the NAAC work progress on 29<sup>th</sup>, 30<sup>th</sup> June, 1<sup>st</sup>, 2<sup>nd</sup> July, 2021 (4 days). 8 staff members were present for the meeting.

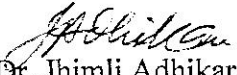
Agenda	Subject	Action taken
1	To review NAAC work progress	All conveners of NAAC subcommittee reported the completion of work (in term of %), data / document collection, preparation of excel template and problems faced by them. Based on interaction submission of IIQA and SSR is scheduled.

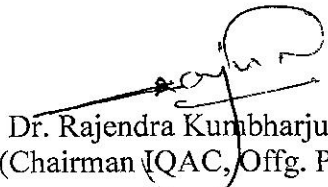
7. IQAC interacted with all the conveners of NAAC criteria to review the NAAC work progress on 29<sup>th</sup> July, 2021. 13 staff members were present for the meeting.


Agenda	Subject	Action taken
1	Interaction with criterion heads to review NAAC work progress	Strong room with computers, printers, scanners, cupboards is arranged. One technical, one non-teaching staff and one Multi Tasking staff are appointed for scanning and filing the documents. Schedule of completing Scanning, photocopying and filing, preparing qualitative data, plagiarism check is prepared and it is followed by all criterion heads.

8. IQAC convened meetings to present first draft of SSR on 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> August, 2021 in computer lab (4 days). 24 staff members were present for the meeting.

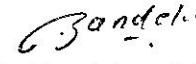
Agenda	Subject	Action taken
1	LCD presentation of first draft of SSR	All conveners of NAAC subcommittee presented the report, document collection, excel template. Based on presentation it is decided final presentation of the same will be done in September, 2021.


  
Dr. Jhimli Adhikari  
(Co-ordinator, IQAC)


  
Dr. Rajendra Kumbharjuvenkar  
(Chairman IQAC, Offg. Principal)

  
Shri Rajesh Amonkar (Vice Principal)



  
Dr. Bipin Bandekar (Member)

  
Mrs. Shweta Borkar (Member)

  
Mrs. Krupa Mayekar (Member)