



MINUTES OF THE IQAC MEETING HELD ON 4TH MAY 2026

The meeting of the Internal Quality Assurance Cell (IQAC) of Don Bosco College, Panjim, was held on 4th May 2026 at 9:30 a.m. in the AV Hall.

Members Present

1. Prof. Teotone Vaz – Chairperson
2. Fr. Kinley D'Cruz – Management Representative
3. Dr. Vijay Viegas – IQAC Coordinator
4. Dr. Cedric Silveira – Teacher Representative
5. Dr. Ajith Gopi – Teacher Representative
6. Mr. Rohan Kerkar – Teacher Representative
7. Ms. Glenda Mascarenhas – Teacher Representative
8. Ms. Alisha Souza – Teacher Representative
9. Ms. Arantxa Rangel – Teacher Representative
10. Dr. Frazer Taylor – Teacher Representative
11. Ms. Shreesh P.J. – Administrative Representative
12. Mr. Ryan Pereira – Administrative Representative
13. Mr. Ollywn D'Silva – Administrative Representative

Agenda Item 1: Opening Remarks by the Chairperson

The Chairperson, Prof. Teotone Vaz, welcomed the members and emphasized the importance of institutional preparedness for NAAC accreditation. He highlighted that securing accreditation within the stipulated timeframe remains the institution's foremost priority and called upon all members to actively contribute towards achieving this objective.

Agenda Item 2: Confirmation of Previous Minutes

The minutes of the IQAC meeting held on 16th February 2026 were placed before the members for confirmation. The minutes were proposed by Dr. Cedric Silveira and seconded by Ms. Arantxa Rangel and were unanimously approved.

Agenda Item 3: Discussion on NAAC Metrics

The IQAC Coordinator, Dr. Vijay Viegas, presented a comprehensive overview of the proposed NAAC Accreditation Framework and the various quantitative and qualitative

metrics likely to be considered during the assessment process. He emphasized the importance of systematic data collection and documentation beginning from the Academic Year 2025–26, as much of the accreditation process would depend on verifiable institutional records maintained over a three-year period.

The members were informed that student enrolment and progression data would constitute a significant component of the assessment. Accordingly, all departments were requested to maintain accurate records pertaining to student admissions, student strength, programme-wise enrolment, and final-year student data for the Academic Years 2025–26, 2026–27, and 2027–28.

Dr. Viegas further highlighted the importance of maintaining updated records on the number of programmes offered, courses conducted, and faculty strength, as well as financial data relating to institutional expenditure. He noted that timely compilation of these records would greatly facilitate the preparation of the Self-Study Report (SSR).

Principal Prof. Vaz deliberated extensively on the implementation of the Indian Knowledge Systems (IKS) initiative. It was noted that the institution had already organized activities related to IKS during the current academic year and that several faculty members had participated in IKS-oriented workshops and training programmes. Prof. Vaz informed the members that the Directorate of Higher Education had advised colleges to establish an IKS Cell and prepare a structured annual plan of activities. Members agreed that the college should continue to organize IKS-related programmes and encourage participation across departments.

The IQAC Coordinator informed the members that stakeholder feedback from students and teachers had already been collected. The members resolved that the feedback would be analysed systematically and the findings would be utilized for quality enhancement initiatives and submitted to the relevant authorities wherever required.

The meeting further discussed faculty-related quality indicators. Particular emphasis was placed on maintaining records of:

- Faculty qualifications, especially Ph.D. holders;
- Total teaching experience of full-time faculty members;

- Participation in Orientation Programmes, Refresher Courses, Faculty Development Programmes (FDPs), Short-Term Courses, and other professional development activities.

Members agreed that all faculty members should maintain proper documentary evidence of their professional development activities. The members also discussed infrastructure and support facilities for Divyangjan (persons with disabilities). It was resolved that existing facilities would be reviewed periodically and efforts would be made to enhance accessibility within the campus.

A detailed discussion was held on innovative teaching-learning practices. Members observed that faculty members were already employing a variety of pedagogical approaches, including experiential learning, participative learning, ICT-enabled teaching, and student-centric methods. However, it was emphasized that all such practices must be adequately documented through reports, attendance records, photographs, and other supporting evidence. The IQAC was requested to develop standard templates for documentation to ensure uniformity across departments.

The importance of remedial teaching was also highlighted. Departments that conduct remedial classes were encouraged to maintain detailed records of attendance, schedules, and outcomes to serve as evidence of student support initiatives.

Prof. Vaz stressed the need to increase efforts towards securing external funding for institutional development, research, and community outreach activities. Members were informed about proposals already submitted to external agencies and were encouraged to actively pursue funding opportunities from organizations such as the Directorate of Higher Education (DHE), Goa State Research Foundation (GSRF), corporate foundations, and other funding bodies.

The members also reviewed the importance of documenting departmental and institutional activities conducted through various clubs, cells, and committees. Members were advised to maintain accurate records of student participation in state-level, national-level, and community engagement programmes, as these contribute significantly to institutional quality indicators.

During the discussion on student support and progression, members emphasized the need to formalize the student mentoring system. Fr. Kinley D'Cruz shared best practices adopted at Don Bosco College of Engineering, wherein faculty mentors are assigned a fixed group of students and conduct regular mentoring sessions throughout the academic year. The members agreed that a structured mentoring mechanism with proper record-keeping would strengthen student support services and contribute positively towards accreditation requirements.

Agenda Item 4: Review of IQAC Quality Initiatives for the Academic Year

The IQAC reviewed the quality initiatives undertaken during the academic year:

1. *Enhancing Emotional Intelligence for Proactive Teaching* – 16 July 2025
2. *Programme and Course Outcome Measurement (PO-CO)* – 6 January 2026
3. *Roadmap to Distinction: Navigating SDGs and Global Benchmarks for Institutional Growth* – 17 January 2026
4. *AI in Teaching* – 7 February 2026
5. *Synergising IPR and IKS for Academic Excellence* – 2 April 2026

The members appreciated the initiatives and noted their contribution towards faculty development and institutional quality enhancement.

Agenda Item 5: Approval of IQAC-Led Policies

The following policies were presented before the members and approved unanimously:

1. Consultancy Policy
2. Recruitment and Retention Policy
3. Research Policy

Agenda Item 6: Any Other Matter with the Permission of the Chair

Prof. Vaz discussed the importance of retaining qualified faculty members and pursuing regular appointments under the Grant-in-Aid scheme through the Directorate of Higher Education.

There was a consensus that timely documentation, evidence-based reporting, and continuous monitoring of institutional activities would be critical to the college's successful NAAC accreditation process. Departments, cells, and committees were therefore requested to prepare

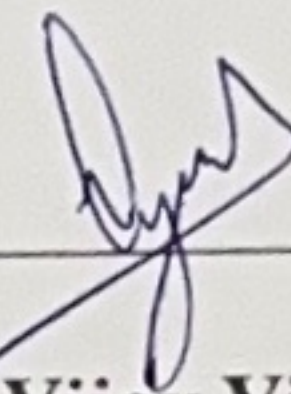
annual action plans aligned with institutional priorities and submit them to the IQAC for review and consolidation.

Agenda Item 7: Vote of Thanks

There being no other business, the meeting concluded with a vote of thanks proposed by Dr. Vijay Viegas.



Prof. Teotone Vaz
IQAC Chairperson



Dr. Vijay Viegas
IQAC Coordinator



Date: 08/05/2026