



DBSHEP's

DON BOSCO COLLEGE

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MINUTES OF THE IQAC MEETING HELD ON 16TH FEBRUARY 2026

The first IQAC Meeting for the academic year 2025-26 was held on 16 February 2026 at 10.30 am in the AV Hall of Don Bosco College, Panjim.

Members present included:

- 1) Prof. Teotone Vaz, Chairperson
- 2) Fr Kinley D'Cruz, Management Representative
- 3) Dr Vijay Viegas, IQAC Coordinator
- 4) Prof Savio Falleiro, Local Society Representative
- 5) Dr Cedric Silveira, Teacher Representative
- 6) Dr Ajith Gopi, Teacher Representative
- 7) Mr Rohan Kerkar, Teacher Representative
- 8) Ms Glenda Mascarenhas, Teacher Representative
- 9) Ms Alisha Souza, Teacher Representative
- 10) Ms Arantxa Rangel, Teacher Representative
- 11) Dr Frazer Taylor, Teacher Representative
- 12) Fr Tamatur Cardozo, Administrative Representative
- 13) Ms Shreesh P.J., Administrative Representative
- 14) Mr Ryan Pereira, CDPES, Administrative Representative
- 15) Mr Ollywn D'Silva, Head Clerk, Administrative Representative
- 16) Mr Gopi Naik, Librarian, Administrative Representative
- 17) Ms Eliza Abraham, Alumni Representative
- 18) Mrs Prita Pereira, Parent Representative

THE MINUTES OF THE MEETING WERE AS FOLLOWS:

1) Opening Remarks by Chairperson, Prof. Teotone Vaz

Prof. Teotone Vaz welcomed all members and emphasised that the college has four years to secure NAAC accreditation, emphasizing that NAAC is the most immediate institutional priority. He noted that failure to complete accreditation by 2028 could impede the college's continuation. He highlighted the shift to digital data capture under the new NAAC process and introduced members of the newly constituted IQAC.

1) Confirmation of IQAC Composition

Prof. Teotone stated that there was a minor change in the constitution of the IQAC, with Dr. Vijay Viegas appointed as the IQAC Coordinator, given his experience as a member of the IQAC at his previous institute, St Xavier's College, Mapusa, Goa.

2) Discussion of IQAC Action Plan for Academic Year 2025-26

The Principal outlined existing good practices and observed that the institution's main gaps lie in statutory approvals and quality benchmarks. He reported that Outcome-Based Education (OBE) implementation has begun following a session conducted by Prof. Niyan Marchon, along with a planned consultancy collaboration with Rajagiri College of Social Sciences (Autonomous), Kerala. (NAAC score 3.84, A++).

Dr. Vijay added that previous semester courses would also need to be mapped under OBE despite the session being conducted this semester. He highlighted the faculty development session on "AI in Education," presented by Ms Ashfa Sheikh for the college faculty.

3) Department-wise Documentation and Reporting Systems

Dr Vijay showed a report template that had been created to obtain data of all activities and events. Prof. Savio added that the basics of signed attendance for every activity/programme, number of males/ females, geotagged pictures need to be collected and maintained.

4) Feedback Mechanism and Analysis

Dr. Vijay mentioned that Feedback forms were designed for Students, Teachers, Employers (syllabus-related) and Alumni. The IQAC would prepare an Action Taken Report after analysing responses.

Prof. Savio pointed out that the feedback should be taken twice a year (once after each semester) and the student feedback form which was shown needs to be more detailed-including factors such as

- Pace of teaching
- Punctuality of teacher
- Are concerns addressed
- Is feedback given for improvement
- Students' perception of teacher's knowledge of the subject (can grade on a Likert Scale)

Feedback reports should be shown to the concerned teacher and the Principal. The principal should then have a mechanism to meet with and discuss the matter with the teachers who received negative feedback. Same with industry, parent and alumni feedback.

5) Discussion and Approval of IQAC Framed Institutional Policies

The following institutional policies were presented:

- **Research Policy:** Incentives for publications (₹10,000 for Q1 journals; ₹8,000 for Q2/Q3 journals, etc.), with efforts to include self-financed faculty.
- **Recruitment, Retention and Development Policy:** Aim to retain faculty for at least six years; increments may be considered for self-financed faculty.
- **Consultancy Policy:** External services (e.g., psychometric testing) must include a percentage share for the college. Prof Savio pointed out that free-of-cost services would not be considered consultancy.
- **Infrastructure Maintenance Policy:** To be drafted by Fr. Kinley for regular upkeep.
- **Staff Welfare Policy:** Measures to ensure faculty well-being.
- **Financial and Operational Policy:** The Principal pointed out that the college already provides fee waivers and other financial assistance to students in need, however, this needs to be formalised into a proper policy. At least 50% of eligible students should be encouraged to apply for scholarships.
- **Resource Mobilization Policy:** Strategies for fundraising and utilization.
- **EV Policy:** Installation of charging points; Principal proposed initiating the change personally.

The Principal stressed that policies need to be implemented. He recorded that the college currently has only 5 regular faculty (including the librarian, the Principal, and three sports staff), whereas 57 faculty members in total.

6) AOB

The Principal outlined the major plans that have been chalked out for completion. These included:

- New state-of-the-art building by December 2027
- Domain-specific MoUs with national/international bodies; activities to begin by June 2026
- Partnership with FiiRe

- Student exchange programmes by June 2027
- Short-term courses (Event Management, Hospitality, etc.)
- Regular IQAC meetings annually

Prof. Savio was then asked to present his views on the above areas of discussion. The points made by him were related to the following task:

□ **Silver Jubilee of the college:** Prof. Savio suggested doing something unique and big that could align with certain NAAC initiatives.

□ **Enrolment in Aided Programmes:** He said it should not be a concern at this stage as the B.A./B.Com programmes are just taking off but there is a need to focus on strategic growth, given the number of universities and autonomous courses surfacing.

□ With reference to the **Lack of IQAC documentation** over the years, Prof. Savio stated that there is an urgent need to collect archival research data even if those faculty have left. Responsibilities should be assigned to all, temporary staff should complete the tasks of data collection and submission before leaving. Completion of duties and handing over of tasks is essential. Data should always be available for next set of people to continue the work.

□ Prof. Savio further stated that clear **accounting policies** need to be put in place, which bifurcate from the start, the percentage breakup of self-financed and aided contributions for common facilities.

□ **PTA involvement** can strengthen activities. And if not already in place, an **Alumni policy** is required—define membership, fees, and record-keeping. One method suggested was talking to students when they come to collect their deposit at the end of the year, stressing their importance and asking them to join the alumni association at the time. So the same deposit amount can be kept as a fee to make the joining easier.

□ Providing suggestions for **Consultancy activities**, Prof. Savio said Psychological Testing and Counselling by the Department of Psychology was a good start. The Department of Commerce could look at filing tax returns for people in the area. He stressed that as an institution, the college should also introduce innovative initiatives even if not directly credited in NAAC.

- ☐ Suggested that every **IQAC meeting** should include an agenda, action plan, and Action Taken Report for website display. By the month of May, the department heads should give a plan for 2026-27.
- ☐ Use percentage-based data strategically where beneficial.
- ☐ Focus more on the Incubation facility, which is accessible. Tweak to students to become innovative
- ☐ Continue with **campus training and placement** processes. Emphasise skill development.
- ☐ Obtain FDA permission for new building.

6.1) Additional Member Inputs

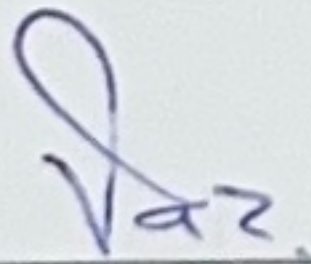
Alumni representative, Ms. Eliza Abraham, said she's willing to contribute to the best of her ability based on what the college needs. Ms Prita Pereira (Parent representative) stated that obtaining student feedback is important since they are our major promoters. Also suggested having meetings of students and parents, so that parents are aware of what the college is doing for their children.

Fr. Tamatur pointed out that we need to work on improving our quality so we can retain the students from the higher secondary since many go to other colleges, despite DBC offering the same courses.

BPed Course Coordinator Dr. Ajith Gopi suggested in order to attract students –a canteen facility with adequate seating should be made available to the students to prevent them from leaving the campus. Principal said management could consider.

1) Vote of Thanks

As no other issue was raised, the meeting ended with Dr Vijay Viegas proposing the Vote of Thanks.


 Prof. Teotone Vaz
 IQAC Chairperson


 Dr. Vijay Viegas
 IQAC Coordinator

Date: 20/02/2026

