

**The minutes of the meeting of the Internal Quality Assurance Cell held on 11<sup>th</sup> April 2018 in the Principals office from 10:30 p.m. onwards.**

The minutes of the meeting held on 6<sup>th</sup> April 2018 were read out and proposed and seconded by Mr Olavo Gama and Dr Efreem D'Sa respectively

**The following points were discussed and action plans decided to be introduced from the academic year 2018-19..**

1. To collate the data of admission forms

Sister informed the members that Mr Antonio had agreed to collate the data from the admission forms , which could be used to frame strategies and goal.

2. To formulate a process for mentoring and to make changes in the mentoring form

The committee in charge of framing templates for mentoring, teaching process, Remedial classes, internship training, department meetings included Dr Aldina Gomes, Ms Sumati Satardekar, Ms Roxana Singh, Ms Cheryl Alvares, Dr Michelle Fernandes and Ms Sajani D'Costa.

3. To make it mandatory for all students to undergo at least 15 days internship programme in any of the three years they are in college.

All the departments have to encourage students to compulsorily undergo at least 15days training during the holidays. The students would have to submit a report along with a certificate or letter from the employer as proof. An official letter would be given to the students from the college to undertake the training. This training would help the students get a first- hand experience of work culture and make them employable .This could be considered as one of the best practices of the college.

4. To introduce at least one week course in self- defence for all the students

The Principal informed that she wanted to make it mandatory for all the first year students to undergo one week course in self- defence. Dr Aldina Braganza informed that the YWCA wanted to take it as an initiative of theirs and we could request them to conduct it for our student's as part of their collaboration with us. Dr Efreem D'Sa suggested that we also request the Police department to depute their personnel to conduct the course which they do free of charge.

5. To make the institution vision, mission, objectives and strategies very clear and explainable so that departments can frame their goals based on the vision, mission and objectives.

The Principal informed that Sr Marie Christie, Dr Sr Lizann and herself would be the committee in charge of this besides framing rules for security

6. To form an advocacy committee.

The advocacy committee would comprise of Dr Efrem D'Sa, Mr Olavo Gama, Ms Cheryl Alvares, Dr Aldina Braganza and Ms Sajani D'Costa. They would be the spokespersons of the college and would oversee the working of the Public relation committees ie. newspaper reporting and social networking. The PR committee would comprise of Dr Brian Mendonca and Dr Glenis Mendonca for newspaper reporting, and Ms Sneha Naik, Mr Daniel Coutinho and Ms Fay Menezes for social networking.

7. To introduce an academic calendar in addition to the college dairy

The members decided that the academic calendar could include the dates of the meetings of IQAC, RUSA, Staff, Non- teaching staff , Administrative staff, and Library. Ms Cheryl Alvares suggested that we should also include the dates of meetings of EPC,NCC,NSS,CWC and Women's Cell and departments. The members of the present committee could decide on the dates which could be followed by the new members of the committee taking over in the next academic year. The academic calendar could also include the exam dates . It was decided that department meeting would be held on the 1<sup>st</sup> of every month.

8. To plan out the information to be included in the college magazine, prospectus, college diary and chrysalis.

Dr Aldina Braganza suggested that Chrysalis should be managed by the student council and they should be writing all the articles. Dr Glenis Mendonca and Ms Gladys D'Souza would be overall incharge.

A committee comprising of Ms Leila Rebeiro, Ms Louisann Sequeira, Ms Lynette Fortes, Ms Glancy Borges, Sr Janet , Ms Cienna Godinho and Ms Lourdes Fernandes would be in charge of the college prospectus and the college diary.

9. To introduce sports in the curriculum

It was suggested to have the third lecture as a sports period for all the students. There would be 5 periods in a week. A committee comprising of Mr Olavo Gama, Mr Agnelo Dias, Mr Audhoot Satardekar and Dr Efrem D'sa were requested to frame the timetable .

#### **A.O.B.**

1. The members agreed that Carmel Sparx should be revived and all the inter class department events should be held on three days. It was decided to have the Carmel Sparx on 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> January 2019 for the next academic year. On 25<sup>th</sup> we could have the prize distribution along with republic day celebration.

The Carmel Family day could be held on 25<sup>th</sup> night since next day is a holiday. The Principal said that she would check if the venue was available on 25<sup>th</sup> if not on 12<sup>th</sup> or 19<sup>th</sup> January 2019.

2. The Principal informed the members that on Dec 18<sup>th</sup> 2018, our students would be enacting a Tiatr and Ravindra Bhavan was booked for the same . Sr Lizann and Mr Agnelo Dias were made in charge.
3. The Principal informed that 175 students wanted to have the graduation ceremony. The outfits had to be hired from Mumbai and an amount of Rs 300 would be collected from the students towards the expenses incurred. The ceremony would be held on 23<sup>rd</sup> June 2018. The committee in charge would be Dr Sr Lizann, Mr Agnelo Dias, Dr Aldina Braganza, Ms Roxana Singh and Ms Sajani DCosta.
4. Ms Celine informed the members that the office had come with rules with regard to:
  - a. Signing of salary register: A notice would be put up once the salaries are received and within 3 days the teachers would be expected to sign the salary register and take the salary slip. A whatsapp message would also be sent for the same. In case any teacher fails to adhere, the names would be given to the Principal.
  - b. Investment: By 31<sup>st</sup> October all the teachers will have to give their investment plans and by 31<sup>st</sup> January a copy of the proof of investment unless their investments are due in March. In case a teacher fails to invest as mentioned to the office will have to bear the default penalty and it would be taken into consideration by the principal during appraisal.
  - c. LTC, Medical bills, GPF withdrawals, Children Education reimbursement: The office needs at least three days to process the same.
  - d. Ordering books online: whenever books are ordered online an intimation regarding the same has to be given to the office two days in advance so that they are aware of it and can keep the money ready for payment. Mr Audhoot Satardekar suggested that slip be given by the office so that we fill the necessary details. In case notice is not given let the department make the payment and reimburse from the office.
  - e. Purchase of equipment: Any department desiring to purchase equipment needs to give a requisition along with 3 quotations and a comparative statement stating the reason for opting for a particular quotation.
  - f. Guest lectures: The office needs to be informed about the guest lecture and the amount of remuneration to be given one day in advance. Mr Audhoot Satardekar suggested that we have a common format in which we could either write the details and submit or send by mail.
  - g. On enquiring about the IT repairs and maintenance book, Mr Audhoot Satardekar brought to the notice of the members that there was a maintenance requisition book maintained by the office which was to be used even for IT repairs and maintenance.
  - h. Submission of Projects: Mr Audhoot Satardekar suggested that the office decides on a date when projects will be delivered to the colleges .In case departments fail to give the projects before that date, they will be responsible to deliver the projects to the concerned colleges.
5. The examination committee along with the administrative staff would be responsible for formulating a template with the process and guidelines. It was suggested that Ms Fatima Fernandes and Mr Sanford Pereira be put in the examination committee. It was suggested that Ms Pearl Braganza be relieved of her duties as NSS programme officer and Ms Nazrana

Sheikh and Dr Rovina Ferrao along with Ms Akalpita Desai be made incharge of NSS in the next academic year.

6. The Principal informed that the next IQAC meeting would be held on 27<sup>th</sup> April 2018 and the staff meeting on 3<sup>rd</sup> May 2018.

**Action Plan:**

**Collate Data:**

Mr Antonio collated the data from the admission forms which would be helpful to formulate strategies based on the profile of our students.

**Templates:**

The committee discussed the areas where the processes needed to be finalised with the ISO representative so that he could formulate a templates for the same.

**Internship Programme and Self-defence course:**

It was included in the college prospectus for the academic year 2018-19.

**Vision and Mission**

Vision , mission, strategies, objectives were redefined .

**Information in prospectus and college calendar**

The committee met and decided on the information to be included in the prospectus and college calendar.

**Sports**

Since the college was planning to work five days a week from 8:15a.m. to 4:00p.m from Monday to Friday with a holiday on Saturday, it was decided not to introduce a sports period for the next academic year.