

The minutes of the meeting of the Internal Quality Assurance Cell held on 18th January 2018 in the Principals office from 10:30 p.m. onwards.

The minutes of the meeting held on 28th September 2018 were read out. The minutes were proposed and seconded by Ms Roxana Singh and Dr Efrem D'Sa respectively.

1. Formulate strategies based on IQAC functions

Sajani D' Costa informed the members that NAAC had come out with new rules and regulations which were to be implemented for June 2017 and as an IQAC Body we had to formulate strategies to implement the IQAC functions.

Bench Marking:

Ms Sajani Dcosta informed the members that we had academic and administrative benchmarks in certain areas. We had also framed VISION2021 with targets and deadlines to be met. Ms Roxana Singh suggested that we invite Mr Senthil who is a member of Chamber of Commerce, Bangalore and an expert in benchmarking. Sr Marie Christie also confirmed that she had attended a workshop of his and he was very good with bench marking. It was decided to invite Mr Senthil to conduct a workshop for the teaching and administrative staff.

Feedback from stake holders:

Ms Sajani D'costa informed the members that NAAC expected online feedback from the stakeholders. Ms Roxana Singh informed that she and other staff members had already prepared the format for the same. Mr Audhoot Satardekar suggested that since the parents and students had an access to attendance records ,we could request Mr Antonio to create a link for the feedback forms in that itself.

Management Information System:

Ms Roxana Singh informed that our attendance records, online admissions were part of the MIS . But we still needed to make our office automated which was one of the recommendations of the NAAC peer team. Ms Sunita Pereira informed that they had started using TALLY for accounting purpose.

2. RUSA

Ms Celine Antao and Ms Sunita Pereira informed the members about the progress made in the renovation of toilets and the amounts spent under RUSA.

3.A.O.B

Ms Roxana Singh informed the members that she had got the quotation for sound system for the auditorium and media room from Mr Keshav Shikerkar who is already registered under RUSA. It was suggested that we wait for the 2nd instalment of RUSA before deciding on the quotation. She also informed that he would help in conducting the Power audit for the college. The members requested her find out about the fees and requirements to conduct the audit.

Action Plan:**Benchmarking:**

Dr Senthil Kumaran, Chairperson of Confluence of Learners was contacted and a two day workshop was organised on 4th and 5th April 2018 for the teaching and administrative staff of Carmel College. The workshop was on Benchmarking and Enhancing Education Practices of Institutional Excellence.

Feedback from Stake Holders:

Feedback was collected from students manually. The ISO representative collated the information and presented it the staff. It was suggested to have a similar format for the parents and employers of the students.

RUSA:

All the 22 toilets were fully renovated .