

The minutes of the meeting of the Internal Quality Assurance Cell held on 27th April 2018 in the Principals office from 10:30 p.m. onwards.

The minutes of the meeting held on 11th April 2018 were read out and proposed and seconded by Mr Olavo Gama and Dr Efrem D'Sa respectively.

Ms Roxana Singh read out the vision, mission and objectives of the college which were to be followed from the next academic year.

The Principal read out the names of the staff who would be visiting Rosary College, Navelim to study their processes and functioning.

The members suggested that two members from each department may be present during the time of admissions for the first year B.A., BCom, and BSc courses. The Principal said that she would inform the HOD's of the departments.

The principal suggested that the skill enhancement courses for the second year students be introduced across disciplines and not be subject specific. Ms Roxana Singh suggested that the student can be given an option of choosing a skill enhancement paper which is subject specific in one semester and a paper from any other discipline in the other semester.

Since the college would be working 5 days a week it was suggested by members that the nonteaching staff be told to work in two shifts. Though the students would not be coming on Saturday it was suggested by members that the library be kept open on Saturdays too.

The following schedule was decided to be included in the academic year.

Department meetings-1st of every month, in case it's a Sunday then on 2nd during extended recess

IQAC Meetings-3rd Thursday of every month during zero hour

RUSA- 2 per semester-1st week of July , Oct, February and April

Course Completion Ceremony-last Saturday in March.

Nonteaching/admin staff meetings- semester -1st week of June, September, January, April

Staff meeting-20th of every month

Ms Sajani D'Costa suggested that we have a workshop on Intellectual property rights in the next academic year .She informed the members that MS Cheryl Alvares was already working on it and requested the members to think of resource persons for the same.

Action Plan Report:

1. The vision ,mission and the objectives are displayed in the college and are included in the prospectus and college diary
2. The principal along with the staff visited Rosary College, Navelim. We interacted with the IQAC of their college.
3. The teachers designated for admissions were present in college and assisted in choosing the appropriate subjects
4. The skill enhancement courses were announced and students could choose a course in their subject.
5. Though permission was granted to have 5 working days , the principal decided against it as the plan to demolish and reconstruct the buildings is postponed.
6. An academic calendar is prepared by the Principal and will be put up in all the departments.
7. The workshop on Intellectual Property rights will be held on 3rd October 2018.