

The minutes of the meeting of the Internal Quality Assurance Cell held on 1st August 2017 in the Principals office from 12:30 p.m. onwards.

The minutes of the meeting held on 8th July 2017 were read out. The minutes were proposed and seconded by Ms Roxana Singh and Dr. Sr Lizanne A.C. respectively.

The meeting started with a short prayer by our Principal Dr. Sr Aradhana. The Members unanimously agreed to hence forth hold IQAC meetings on 4th Thursday of every month during the zero hour.

1. Vision 2021.

Dr Sr Lizanne informed the members that our college did not have a mission statement .We only had strategies. A new mission statement was included along with the vision and strategies.

Ms Sajani D'Costa informed the members that most of the activities planned under VISION 2021 for the year 2016-17 had been achieved by the departments. Only some of the departments had not contacted their alumni. Dr Aldina Gomes suggested that every department start a watsapp group for TY students as it becomes easier to keep in touch with them.

The Principal requested Dr Aldina Gomes and Ms Sajani D'Costa to be overall in charge of VISION 2021 so that we achieve what we have planned.

2. To discuss the suggestions given by Sr Doris A.C. On NAAC recommendations.

The principal informed the members that Sr Doris had gone through our activities planned for the year 2016-17 as part of the vision. She also went through the SWOT analysis and recommendations given by NAAC during her visit to our college from 10th to 12th July 2017. Based on the above she had given her suggestions to the principal.

Most of the suggestions given by Sr Doris had been looked into and the process had already started. Those interested in doing minor/major research were asked to submit their proposal at the earliest. The Principal had already informed the HOD's to see that each and every member of the staff either present/publish at least a paper every academic year. The staff was requested to give information with regard to their contribution to research in the form of paper presentations, publications, doctorates, book published, awards received from their year of joining. Departments also had to provide information on the seminars, conferences, workshops, certificate courses held.

3. Up-gradation of Library.

Ms Sajani D'Costa informed the members that the committee in charge of infrastructure was given the responsibility to make recommendations for up gradation of library. Sr Aradhana requested Ms Roxana Singh and Ms Cheryl Alvares to oversee the matters concerning up gradation of library.

4. RUSA Expenditure.

The principal informed the members that she had included more teachers in the RUSA working committee. They were Mr Rajendra, Ms Louiseann Sequeira, Ms Sneha Nageshkar, Dr Michelle Fernandes and Dr Subhadra Gadi. She informed the members that the HOD's had to place the orders for the requisitions made by them for the department, which she would be mentioning to them at the staff meeting. For any type of purchase, quotations from three different suppliers was needed.

5. Future plans-generating funds for the institution.

Advocate Francis D'Souza suggested that we raise funds by screening a Konkani movie at Ravindra Bhavan. We could get the help of alumni to sell the tickets. He said that the chairman of Ravindra Bhavan was known to him and would check if they offered any discount to institutions for using the premises. Besides we could also continue organising the Carmel family day with the help of students. The principal requested Mr Olavo Gama and Mr Agnelo Dais to take charge to suggest ways of raising funds.

The Principal informed the members that whenever departments conduct a certificate course or organise a seminar/conference/ workshop, they would have to deposit 40% of the net profits into principals account for the use of premises and facilities. The amount would be used towards repairs and maintenance of the college.

6. Beautification in and around the campus/entrance gate

Dr. Sr Lizanne informed the members that the architect had already been contacted for the beautification of our college entrance including the arch and the hoarding. Dr Aldina Gomes suggested that we use our college boundary wall to put up sign boards of our vision, mission, results and so on as passers-by would notice it easily and it would be a very good mode of promoting our college. Sr Lizanne also suggested that we hold a competition for the students on designing an arch for the entrance and select the winning design for the arch.

Advocate Francis D'souza suggested that we shift to solar power in order to save electricity. He mentioned the cost of installation could be recovered in five years and there would be no hassle of fluctuation in power. He also suggested water harvesting in the campus. The principal requested him to get the concerned persons to meet her so that she could get an idea of how advantageous it would be for the college.

Dr Efrem D'Sa mentioned that there were experts who conduct power audit whereby they suggest ways of minimising the use of electricity.

7. Dona Thelma's Memorial Monument.

The principal informed the members that instead of a bust the management had decided to do etching of the face of Dona Thelma on black stone. They had already contacted the person and it would amount to Rs40000/-.The principal requested Ms Roxana Singh to help them with the writing on the memorial

stone. The Principal also informed that they would be making a bust of Sr. Veronica the founder of their congregation at a later stage.

8. Intake of students.

Dr Efrem D'Sa mentioned that it was high time we offer BSc Math to the students as they were leaving and taking admission in other colleges after completion of second year. The principal informed that the college had the permission to offer math at the TY level and a letter with regard to the same had been sent to the concerned authorities.

The Principal informed the members that our present intake of students was around 810 students. Ms Cheryl Alvares suggested that we start another division at FY BSc level from next academic year. Sr Lizanne informed that the present intake of science students in the first year was 80 and that there were around 20 to 25 students who were denied admissions due to lack of seats and if they were given admission the college could easily start two divisions.

It was felt by the members that there was wide gap between the teaching environment of the higher secondary and college section though both were in the same campus. Dr Aldina Gomes suggested that we have an open day for our higher secondary as well as for students from higher secondaries in the vicinity where each department organises activities for them. The students can be taken around the campus and shown the facilities that would be provided to them. She suggested that we invite them to take part in various competitions held in the college.

Sr Nirmalini during her visit in July had suggested that in order to bridge the gap between the college and higher secondary students, the college teachers of the concerned departments engage a lecture or two at the Carmel higher secondary. Ms Cheryl Alvares mentioned that the syllabus of the 11th and 12th standard courses may be given to the respective departments and the college teachers be given advance notice of the time and date to take up the class.

The Principal requested Dr Efrem D'Sa and Mr Audhoot Satardekar to be over all in charge for increasing student intake.

9. AOB

1. The Principal informed that the Governor was very keen on making value education which included various types of ethics as a compulsory paper to be taught to the students across streams. Since we were already having it in our college the principal wanted the staff to design syllabi for the same. The following teachers would be in the committee.-Ms Nirmala Rebello, Dr Michelle Fernandes, Ms Vinita D'Sa and Ms Fatima Fernandes.

2. The Principal also mentioned that the governor wanted colleges to encourage students to enrol in online courses under MOOC –massive open online courses.

3. She informed the members that she was recommended by the ex- principal of BEd college of Ponda to apply for BSc BEd again. The members suggested that the college applies for both BSc BEd, and B.A. BEd. The principal informed that as it would be an integrated course there was no need for a separate building to run the course.

Action Plan

Vision 2021 was chalked out under the guidance and in consultation with Dr Sr Doris A.C.,Ex Principal of sister institution Patna Women's College.

The principal, in a faculty meeting, informed the teachers to conduct activities based on the vision for the next five years. She mentioned that we needed to strengthen our alumni data base and rapport. She also read out the new mission statement along with the strategies to achieve the same.

To discuss the suggestions given by Sr Doris A.C. On NAAC recommendations.

Principal informed the HODs to ensure that every member of the faculty either presents/publishes at least one paper every academic year. The faculty was requested to give information with regard to their contribution to research in the form of paper presentations, publications, doctorates, book published, awards received from their year of joining. Departments also had to provide information on the seminars, conferences, workshops, certificate courses held. Formats for the above information were mailed to the HOD's.

Up-gradation of Library.

The following has been installed in the library

- Library management automation software system-LIBSYS
- 4 computers
- 1 UPS

Professional IDs for permanent faculty

College email ids were provided to every faculty member so that they may discontinue the use of personal email ids for all official communication.

RUSA Expenditure.

It was decided to spend Rs 40,00,000 towards equipment and Rs 60,00,000 on repairs and maintenance. Tenders were floated for orders above Rs3,00,000.

The items bought under equipment are-

A.Cs for the Hall ,Furniture for office, staff room and departments, LCDs for each classrooms, Desk tops, printers, Speakers, Laptops, White boards, Smart board, Spectometer Prism, Digital Multimeter, Octwald Viscometer, Microscope, UPS.

Future plans-generating funds for the institution: The movie Sophiya was screened on 27th September 2017 at Ravindra Bhavan. The response was very good.

Beautification in and around the campus/entrance gate: 4 different panels with mission statement, vision, core values and strategies have been displayed along the driveway. More panels will be displayed near donor Dona Thelma's Monument. The campus outlay map and the display board near the college are in process of being readied for public display.

Dona Thelma's Memorial Monument: The monument has been installed.

Intake of students: The college teachers of Commerce department have engaged lectures at the Carmel Higher Secondary.