

The minutes of the meeting of the Internal Quality Assurance Cell held on 11th April 2019 in the IQAC room from 10:15 a.m. onwards.

The meeting commenced with a short prayer by Dr Sr Aradhana A.C.

The minutes of the meeting held on 21st February 2019 were read out and proposed and seconded by Ms Roxana Singh and Mr Olavo Gama respectively.

The Principal informed that a seminar cum workshop will be held on 30th and 31st August 2019 by our college in collaboration with Shree Damodar College, Margao. She informed that since the DHE has a scheme for financing seminars/conference we would be approaching them for sponsorship. Sr Matilda Madtha A.C., our manager, suggested that we contact St Xavier College, Mumbai for resource persons.

The theme of the seminar is 'Innovative techniques in Teaching, Learning and Evaluation methodologies in Higher education. The recommendations and suggestions of the seminar would be submitted to the DHE and university bodies for future reforms.

A.O.B

DHE visit:

The principal informed that the DHE and his team had visited the college and met the management, teaching staff, administrative and support staff. The director was very friendly and approachable. She mentioned to the members the discussions they had with him

- Contract teachers posts would be regularised as and when found necessary
- Posts already sanctioned were sports assistant, Library assistant, System administrator and technical assistant, the recruitment rules for these posts would be sent shortly.
- Grant in aid for maintenance of colleges
- A seminar for lab assistants, for which the members agreed that we could have it in our college.

Future plans:

- A State level seminar for lab assistants
- A tally course for the administrative staff
- Hands-on training for support staff on basic IT skills.
- Alumni meet to be held on 20th July 2019 over high tea to celebrate 150 years of Carmel congregation.
- Teachers to remain in college for 6hrs from the coming academic year-2019-2020.
- Sports period once a week for each class from 9:15a.m to 10:15a.m., to be included in the timetable.

Miscellaneous:

- The principal informed the members that they were looking for donations for the solar panels from ex-students and staff. Each panel costs Rs5000 and they needed 40 such panels.
- A separate reserve account was opened for corpus fund and any amount donated or collected from events and activities would go into that account.
- The Principal informed the staff that there would be a talk by Mr Hector Andrade on 16th April for the staff in the IQAC room. He would be speaking on 'service learning'
- She also informed the members that Mr Anthony Pacheco had approached her for conducting an interactive workshop for non-teaching staff. He had conducted similar workshops in different institutions and was charging Rs5000 for 3hrs. The members suggested that the Principal go ahead with the workshop.
- The principal informed that she would be applying for the Academic and administrative Audit to the Xavier board which would be conducted in the academic year 2019-2020

Action Plan:

1. **Seminar cum workshop**-A letter stating the budget for the seminar along with concept note sent to the DHE. Awaiting confirmation.
2. **Hands-on training for support staff on basic IT skills**- conducted for one week by IT faculty of the college.
3. **Alumni meet** –Carmel-ex is organising an Alumni meet on 20th July 2019 . There will be a cultural programme followed by dinner. All the departments are requested to contact atleast 10 ex-students and invite them for the same.
4. **Teachers to remain in college for 6hrs from the coming academic year-2019-2020**- In the staff meeting it was decided that teachers of all the departments would have to put in extra 2hours of work per week to conduct department meetings, for NAAC work and so on instead of 6hrs per day. The HOD's has to inform the principal the day on which their department would stay back. The minutes of the meeting have to be recorded and signed by the principal at the end of the month.
5. **Sports period once a week** –The sports period was included in the FY and SY BCom, BSc and BA time -table. During monsoons the self- defence classes would be conducted for the FY students and SY students would indulge in indoor games.
6. **A talk by Mr Hector Andrade on 'service learning'**- based on the talk and discussions followed it was decided to centre the activities of our college around 3 themes- Health and Fitness, Go green and Waste management.
7. **AAA**-The administrative and academic audit manual was completed by the administrative staff and the departments respectively and sent for audit to the Xavier board. They will be visiting the college from 30th July to 2nd August 2019.