

The minutes of the meeting of the Internal Quality Assurance Cell held on 18th July 2019 in the IQAC room from 10:30 p.m. onwards.

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

The minutes of the meeting held on 11th April 2019 were read out and proposed and seconded by Ms Sunita Pereira and Dr Sr Lizanne A.C. respectively.

Ms Sajani D'Costa informed the members that they were still awaiting the letter of confirmation from the DHE for the seminar to be held in August 2019.

Ms Cheryl Alvares suggested that it would be preferable if the lab attendants who are well versed with the equipment in the labs remain in the same department instead of transferring them to another department every three years as it becomes difficult to train the new person due to lack of time and increase in work load. After deliberations it was decided to follow a differential transfer policy where the trained attendant remains for another one year in the department and trains the new person before he/she is transferred.

Ms Cheryl Alvares informed the members that their department would be conducting a training/workshop for the students on precautions to be taken and the safety measures adopted in the Chemistry Lab.

The Principal read out the letter sent by DHE with regard to minimum number of students per paper offered, project guidelines, and remission of lectures. The members suggested that the same be informed to all the HOD's/Teachers so that the changes can be made wherever required.

All the members were concerned about the security regulation in the college. The manager suggested that we form a committee of three from the IQAC to suggest ways to improve our security process. Ms Roxana Singh, Advocate Francis D'Souza and Mr Olavo Gama volunteered to be in the Committee.

Mr Audhoot Satardekar enquired about the new classrooms that were planned for this academic year. The manager informed the members that they had postponed the construction to a later date as they were planning to build a compound wall on priority basis as people were encroaching in their property.

The principal informed the members that they had collected around 1.2 lakhs towards solar panels .The contributions came from teachers, ex- student's parents and from the revenue generated by students from the Tiatr.

Action taken report

1. **Seminar:** At the DHE's request fresh dates were given to them for conducting the seminar ie. January 10th and 11th 2020.
2. **Training in Chemistry Lab:** Training/workshop for the students on precautions to be taken and the safety measures adopted in the Chemistry Lab.
3. **DHE Guidelines:** The principal at the HOD's meeting informed them to revise their department workload according to the circular received from DHE. The same was followed by all the departments.
4. **College security:** The committee came up with a concrete plan for security of the college. All the visitors have to register giving the required information at the entry gate and the security person has to inform principal or vice principal with regard to the same before allowing the visitor to enter. The committee also decided to install 2 CCTV cameras one facing the main road and the other the driveway. At the staff meeting it was decided not to allow the students to go out of campus before 12:30pm and exit gate passes would be issued only in case of particular circumstances.
5. **Solar Panels:** Principal informed that they had collected the required funds from different sources for installation of solar panels.