

The minutes of the meeting of the Internal Quality Assurance Cell held on 26th September 2019 in the IQAC room from 10:30 p.m. onwards.

The meeting commenced with a short prayer by Sr Matilda Madtha A.C.

The minutes of the meeting held on 18th July 2019 were read out and proposed and seconded by Ms Sunita Pereira and Mr Olavo Gama respectively.

The principal Informed the members that 25 CCTV cameras have been ordered and two of them would be placed near the entry gate and the drive way. She also informed that departments were requested to submit their requirements which include furniture and equipment to the office so that quotation could be sought for the same.

Mr Olavo Gama suggested that the security personnel be oriented about the rules and requested the Principal to warn them in case they were not performing their duties.

Advocate Francis D'Souza mentioned that they had to identify another place to install the solar panels since a roofing sheet was mounted due to leakage on the earlier place that was identified.

The principal Informed that the feedback from Xavier Board with regard to AAA was couriered and we would receive it soon.

The student representative and GS of the college Ms Enoshka Fernandes sought permission to organise the Carmel family day. The members were happy that they wanted to have it in the college premises itself and the students were ready to get the required funds through sponsors.

Mr Audhoot Satardeker enquired whether instead of printing the biometric records every month and filing it, it was okay for a soft copy to be made available to the teachers to go through the same. Since the office was aiming at becoming paperless, the members unanimously agreed to the same. It was also suggested that the soft copy be emailed to the HOD's of the department for easy access.

Action Taken report:

25 CCTV cameras installed at various strategic places

Solar panels of 10 Kilowatt Installed.

A committee formed to outline the Security procedures to be followed at the college gate.

The AAA audit report of the Xavier Board received. The department audit reports sent to the HOD's. The departments made to go through the recommendations/observations made and take action for improvement.

The Carmel Family Day to be held in the college premises on 31st January 2020.