

**The minutes of the meeting of the Internal Quality Assurance Cell held on 16<sup>th</sup> October 2018 in the Principals office from 10:30 p.m. onwards.**

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

The minutes of the meeting held on 16<sup>th</sup> August 2018 were read out and proposed and seconded by Mr Agnel Dias and Dr Aldina Braganza respectively.

The Principal informed the members that the official email ID's for the departments and each teaching staff were operational and could be used for official purposes.

Plagiarism policy-It was suggested to draft a plagiarism policy on the lines of Goa university project manual for undergraduates. Dr Aldina Gomes volunteered to draft the policy.

Code of conduct for teachers, non- teaching staff and students- The management had to take a decision with regard to this.

IPR and Copy rights: It was decided by the members to give the responsibility to draft a policy for the college to Ms Sharvari Prabhudesai .

AOB

Ms Roxana Singh stressed on green management in our college. She said that the management had taken several steps to promote green management. The members made the following suggestions:

- Solid waste management: seven sets of four dustbins for food, glass, paper and plastic respectively to be kept at strategic places in the college.
- Aim at banning plastic in the canteen. Put it as a clause in the future contracts
- Replace diffused bulbs and lights with LED bulbs and lights. The principal mentioned that they have been following this and three light poles along the drive way will have solar lamps.
- Advocate Francis D'Souza mentioned that he was working on getting solar panels for our college and the formalities were in process.
- A shed for the generator
- The members were of the opinion that the incinerators installed in the washrooms were emitting smoke which was harmful for everybody and requested sister to do something about it.

**Action Plan:**

- Plagiarism policy drafted
- Ms Sharwari Prabhudesai working on the IPR policy
- Green management initiatives in process

