

The minutes of the meeting of the Internal Quality Assurance Cell held on 16th August 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 19th July 2018 were read out and proposed and seconded by Ms Roxana Singh and Ms Cheryl Alvares respectively.

New developments of NAAC

- a. Creation of Incubation centre-The manager Sr Matilda suggested that we float courses or programmes in our college that can train the students to develop special skills required by industries. This way we could be incubation centres for specific type of Industry.
- b. E-content- The principal suggested that we encourage the teachers to develop some lectures and upload them on websites listed by NAAC. Ms Roxana Singh suggested that we record and upload our self-renewal programmes which is one of our good practices.
- c. Code of ethics to check malpractices and plagiarism in research- Ms Roxana Singh suggested that the members of the criterion 3 committee of NAAC and the research journal committee can be given the responsibility for the same.
- d. Gender Equity programmes- Ms Roxana Singh suggested that we have programmes that could help our students to start their own ventures and be financially independent like self-help groups which would encourage saving habits among the students.

Corpus Fund

The Principal informed that the banks had informed that it was not possible to open a separate account under the name Carmel College corpus fund and they advised to have the corpus fund account for college under the Carmel Society.

AOB

The principal informed the members that Mr Antonio had suggested that he could have a system where the information with regard to teachers, departments and activities of the college could be uploaded and accessed for reference at any time, this would be easy to get information for NAAC too. The members suggested that the information uploaded should be in compliance with ISO and NAAC.

Ms Roxana Singh also informed the members that since we were going to collect the feedback of alumni and their employers online we have to request Mr Antonio to prepare a portal for the same.

The Principal informed the members that the post graduate staff and students would have a zero period only on the first Thursday of every month so that the teachers could attend the NAAC criterion committee meetings.

The Vice Principal Dr Sr Lizanne read out the approximate expenditure that would have to be incurred for the passing out ceremony for the final year students. Ms Cheryl Alvares suggested that we ask the

students to pay Rs 500 each for the same. Dr Aldina Braganza suggested that we involve the student council to collect the money from the students.

Action plan

The principal mentioned to the staff at the staff meeting about the new developments in NAAC and asked the departments to discuss the same.

A link was prepared for the alumni and employer feedback forms and was sent to the HOD email account. They were requested to get the required information.

Rs 600 was collected from the third year students towards expenditure of course completion certificate to be held in March 2019.