

The minutes of the meeting of the Internal Quality Assurance Cell held on 19th July 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 27th April 2018 were read out and proposed and seconded by Mr Olavo Gama and Dr Efrem D'Sa respectively

The Academic Calendar was read out by the Principal and she informed that a copy of each would be given to all the departments.

Based on the recommendations at the workshop on benchmarking Ms Sumati Satardekar and Ms Michelle Fernandes had prepared templates/formats on the request of IQAC for the following areas- Teaching methodology, remedial teaching, Mentoring, Placements, Career guidance, Guest lectures . The formats were explained to the members and agreed to make them controlled documents as part of ISO standards.

The feedback forms for alumni, employers and parents prepared by Ms Sumati Satardekar and Ms Michelle Fernandes were circulated among the members and it was decided that the departments would be made responsible to collect feedback from alumni and employers each year.

The Principal informed the members that IQAC along with Chemistry department would be conducting a workshop for our teachers on Intellectual Property Rights on 3rd of October and on 4th an intercollegiate workshop on API documentation and processes. Since DHE and UCTAG were interested in conducting the API workshop they would be associating with us and the proposal would be sent to the DHE.

The Principal Informed that the self- defence classes to be conducted in association with YWCA would commence from 23rd July from 3pm to 5pm. The FY BCOM A and B and BSc B section would have their classes on Monday and Wednesday and The FY BA A and B would have them on Tuesdays and Thursdays. The course will be of 14hrs duration and certificate will be given on completion. The FY BSC A section will have their classes during the zero period.

The principal informed that a new account will be opened separately for Corpus fund of the college for which the signatories would be the Principal and Vice Principal. She asked for suggestions on how to build up the corpus fund. The members suggested to have a fund raiser every year.

Action Plan:

The academic calendar has been printed and given to the different departments.

The formats have been made controlled documents under ISO and been emailed to different departments to be followed from this academic year.

The Chemistry Department is organising the workshops on IPR and API documentation and processes in October.

The self- defence classes have been completed for the FY BCom A and B sections, FY B.A A and B sections and FY BSc B section. Those who were unable to attend all the classes can do so in the 2nd phase which will commence for the FY BSc A section from 31st of August.

It was decided to discuss the matter of opening a corpus fund under separate head for the college with the C.A.