

The minutes of the meeting of the Internal Quality Assurance Cell held on 21st February 2019 in the Principals office from 11:30 a.m. onwards.

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

The minutes of the meeting held on 13th December 2018 were read out and proposed and seconded by Ms Cheryl Alvares and Dr Sr Lizanne A.C. respectively.

Advocate Francis D'Souza informed that since only 6 sets of dustbins were delivered to the college.

The Principal informed that the IPR and Plagiarism policy was discussed in the staff meeting and finalized, and Ms Sharwari Prabhudesai was requested to draft the same for the college.

Mr Agnelo Dias showed concern about the examinations handled by the college. He said that the office staff was burdened with lot of examination work and suggested that it be shared by the exam committee. The Principal suggested that the exam committee should frame the guidelines for the conduct of both ISA and SEE exam in the college and the office staff should coordinate with the committee if there are any issues. Dr Efreem D'sa informed the members that the observers appointed by the university were concerned only with the TY exams and they could only enter classes where TY exams are held.

The principal informed the members that the fees collected at the time of admission would be done online through Payment Gate Way where all modes of online payment would be accepted.

With regard to Academic Audit the principal suggested that we invite a member of the Xavier board to orient the teachers on how they conduct the audit. It was decided to invite them after July 16th 2019 .

The Principal informed that henceforth all the committees would have a convener, who would be the senior most in the committee and a signatory for the committee along with the Principal for any correspondence.

The members suggested that we have a sports period, once a week for each class from 9:15a.m. to 10:15a.m.

Action Plan report:

1. IPR policy finalized and printed
2. Examination handling process streamlined for first and Second year B.A, BSc and BCom exams and guidelines framed.
3. Xavier board contacted. They said that the procedure to send information to them will be made available online within the next two months.